
Food Services Associate
Position Reports To: Kitchen Manager

POSITION SUMMARY

We are seeking a Food Services Associate at the Community Education Building (CEB) who will be responsible for maintaining a clean and orderly checkout area for up to 1500 students and staff. Our Food Services Associate will ensure students receive USDA compliant meals, be able to accept small cash denominations, use a computerized Point of Sale (POS) system, and answer food service-related questions. The Food Services Associate must be organized, dependable, pleasant, and enjoy working with children in a fast-paced environment. In addition, s/he will participate in food preparation between meals under the direction of the Kitchen Manager. The Food Services Associate must be committed to conducting his/her work with determination, integrity, purpose, and embody these key responsibilities. This is an entry level, hourly position with onsite parking provided.

PERSONAL TRAITS AND STRENGTHS

- Team player
- Flexible
- Hard worker
- Client-service oriented

KEY SKILLS AND EXPERIENCE

- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to perform basic math including adding and subtraction.
- Must be able to speak, read, and understand English; bilingual is a plus.
- School food service experience a plus.
- Some knowledge of food preparation techniques for hot and cold foods a plus.
- Serve Safe certification a plus.

KEY ROLES AND RESPONSIBILITIES

Food Service Associates are cross trained in areas of food preparation, server, and cashier. All Food Service Associates are expected to:

- Maintain a friendly demeanor with parents, students, teachers, and administrators.
- Maintain uniform appearance and comply with food safety hygiene practices.
- Attend scheduled meetings and workshops.
- Follow CEB inventory practices and assist with receiving deliveries.
- Maintain Serve Safe certification status.
- Demonstrate understanding of USDA Meal Program regulations to assure meal compliance.
- Conduct daily cleaning and sanitation of all dining and kitchen areas and equipment.

Food Preparation Responsibilities

- Follows prescribed procedures in setting up hot and cold food lines, chooses proper utensils and sets steam line to appropriate temperature for menu items.
- Sets up food service, kitchen, or salad area facilities, equipment, and utensils, under detailed instruction and, in accordance with specific area needs; checks food temperatures and/or prepares areas for daily operations; may operate cooking equipment as assigned.
- Prepares or assists in the preparation of hot and cold meat and vegetable dishes, salads, sandwiches, salad dressings, and/or other similar food items, as appropriate to the position.
- Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions.
- May clean, wash, and maintain work areas, including floors, facilities, pots, pans, service ware, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation.

Server Responsibilities

- Conveys food and supplies from the main kitchen, and/or salad preparation area to the serving site either by carrying or by utilizing a cart.
- Serves food items to students/staff from counters and/or steam tables, in accordance with specific instructions, ensuring that appropriate portions are served.
- Replenishes foods, silverware, glassware, dishes, and trays at serving stations; and replenishes condiments.

Cashier Responsibilities

- Supervise and maintain the operation of a compliant Point of Sale (POS) computer system.
- Collect and safely manage cash from daily meal transactions and a la carte purchases.

EDUCATION AND QUALIFICATIONS

- Must pass criminal background check.
- High school diploma or equivalent.
- Ability to get to and from work reliably.
- The physical demands of the job include but are not limited to standing for four (4) consecutive hours and kneeling, bending, and lifting items that are over 50 pounds.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

EQUAL EMPLOYMENT OPPORTUNITY

The CEB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local law. Our policy reflects and affirms the CEB's commitment to the principles of fair employment and the elimination of all discriminatory practices.

TO APPLY

Please email a cover letter and resume to Aryn Barreiro at abarreiro@cebde.org with the subject line "Food Services Associate."