



## **Cafeteria Retail Assistant (Part-Time)**

**Reports To:** CSAGH Executive Chef

**Campus:** West Shore Christian Academy

**Status:** Hourly, Part-time, non-exempt (August-May)

**General Job Description:** The Retail Assistant assists the CSAGH Executive Chef in set-up/ tear-down of the cafeteria, preparing and distributing food, food sale transactions, cleaning and proper food storage. The Retail Assistant is committed to providing quality meals with the highest possible customer satisfaction. Works in conjunction with other Retail Assistants who will rotate responsibilities of the role.

### **Qualifications:**

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the HCS Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Specialized training in food preparation and/or food service management
- Basic computer skills required
- Enthusiastic, flexible, outgoing personality with excellent "people" skills
- Displays efficiency, able to multi-task and is detail oriented
- Ability to work occasional evenings and weekends
- Ability to move, push, pull and lift tables, chairs and kitchen equipment
- Team-player, works in other areas of the kitchen as needed
- Willing to engage in professional development training as needed

### **Duties and Responsibilities:**

#### Cafeteria Set-up and Tear-down:

- Responsible for physical set-up and tear-down of school cafeteria (rolling out mats, assembling tables, lining up chairs, moving food storage equipment and cleaning up after lunch is over)
- Responsible for pre- and post- meal sanitation procedures, ensuring the cafeteria meets health standards before and after food is served

#### Sale Preparation:

- Assist in the display and distribution of nutritious, high quality food
- Assist in processing and replenishing merchandise; participate in receiving and monitoring kitchen stock; ensure re-wraps are done promptly

Sale Completion:

- Ensure that each guest receives outstanding service by providing a friendly environment, including greeting and acknowledging every guest, maintaining outstanding standards, solid product knowledge and all other components of guest service
- Accurately and efficiently completes all sales transactions on the computer and maintains proper cash at POS registers

Storage and Sanitation:

- Assist in maintaining the highest standards of cleanliness and safety in the kitchen
- Assist in with storing and inventorying food and non-food supplies in a sanitary and safe environment
- Assist in cleaning the kitchen, kitchen utensils, and cafeteria area

Other Duties as needed:

- Assist with serving of meals in accordance with the serving size guidelines established for adults and students
- Assist with the receiving, storing, and inventorying of food and non-food supplies
- Performs other duties as assigned by the CSAGH Executive Chef

**Hours & Hourly Pay:** \$10/hour, Part-Time: 9:00 AM – 2:00 PM, Monday-Friday (excluding holidays, school holiday breaks and summers)