

**Central Christian School**  
**Cafeteria Assistant**  
**Job Description**  
**August 1, 2023 - July 31, 2024**

The Cafeteria Assistant supports the mission of the school by supporting education, providing good nutrition, and delivering consistently excellent service.

**Supervision**

The Cafeteria Assistant reports to the Operations Director and indirectly reports to the Cafeteria Coordinator

**Position**

The Cafeteria Assistant ensures the food service to students and staff quality, nutritious, and attractive meals in an atmosphere of efficiency, cleanliness and warmth. The Cafeteria Assistant assists the Cafeteria Coordinator with the cafeteria staff schedule, menu, food purchasing and health department compliance.

**Expectations**

- Reflect a personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Follow all applicable school policies and procedures as outlined in the Employee Handbook.

**Contract Information**

Hourly Staff as needed

Working hours are 7:30 am – 2:30 pm

Dates required: August 14, 2023 - May 31, 2024

Monday-Friday (or otherwise specified during school year, not to exceed 35/hr week unless authorized)

**Responsibilities**

- Provide service of food to elementary, middle & high school students, plus faculty & staff
- Assist in preparation of nutritionally-complete, low-cost, delicious meals
- Maintain the highest standards of safety and cleanliness in the kitchen according to the guidelines established by Wayne County Health Department and U.S.D.A.
- Provide input to Cafeteria Coordinator regarding menus, recipes, food preparation & methods
- Execute delegated responsibilities within the cafeteria team (duties listed but not limited to)
  - Oversee sanitation of dishes and dish room
  - Assist in inventories as needed
  - Sanitize cafeteria tables
  - Bake desserts per State of Ohio guidelines
- Volunteer two times a year for school activities (athletic gate, ushering, auction etc.)

**Qualifications**

- Previous experience in cooking and preparing food for large groups preferred
- ServSafe certification required (school can provide)
- Physical ability to assist in moving boxes of food and kitchen equipment (up to 50 lb sometimes)
- Dependable and reliable in work schedule
- Attentive to quality of the work

- Maintain a healthy atmosphere with all fellow employees. communicate effectively with other employees, creating productivity and satisfaction in the workplace.
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.