



EMPLOYMENT OPPORTUNITY

Cafeteria Aide / Cashier

Bear Creek Community Charter School is seeking qualified candidates for the position of Cafeteria Aide/Cashier in the School's Food Service Program. This is a part-time position for 25 – 28 hours per week while school is in session. The starting rate for this position is \$10.00 per hour. The successful candidate will utilize standardized recipes to prepare and serve healthy food items for consumption by students and staff, while maintaining food production, serving and eating areas in a clean and sanitary condition. Additional responsibilities may include collecting payment for food purchases, properly recording food production and food safety information, and compliance with school policies as well as state and federal regulations. This is an entry level position. Bear Creek Community Charter School is an Equal Opportunity Employer.

Individuals interested in applying for this position should complete a General Employment Application which can be found on the School's web site at <http://www.bearcreekschool.com/employment.php>

A complete job profile is available online.

Completed applications should be returned to:

Bear Creek Community Charter School
Attention: Human Resources
30 Charter School Way
Bear Creek Township, PA 18702

or

E-mail: info@bearcreekschool.com



Cafeteria Aide / Cashier Job Profile

Reports To: Food Service Director

Base Wage: \$10.00

Status: Part Time – Ten Month

FLSA: Non-Exempt

Created: March 17, 2008

Revised: November 3, 2016

Position Summary

The Cafeteria Aide/Cashier utilizes standardized recipes to prepare and serve healthy food items for consumption by students and staff, while maintaining food production, serving and eating areas in a clean and sanitary condition. The Cafeteria Aide/Cashier collects payment for food service purchases, properly records all required food production and food safety information, and complies with school policies as well as state and federal regulations. This is an entry level position. Staff in this position do not supervise others.

Essential Functions

1. Inspects received items of food and/or supplies for the purpose of ensuring specifications, quantity and quality of products and compliance with applicable health regulations.
2. Follows standard recipes and measurements to prepare healthy and appealing school meals.
3. Prepares food and beverage items for the purpose of meeting mandated nutritional requirements and projected meal requirements.
4. Minimizes waste.
5. Utilizes knives, electric slicer, skillet, oven and other commercial food equipment in the preparation of school meals.
6. Cleans utensils, equipment and the storage, food preparation, serving and eating areas for the purpose of maintaining sanitary conditions, including the use of a commercial dishwasher.
7. Stocks food, condiments and other supplies for the purpose of maintaining adequate quantities and security of items.
8. Prepares documentation for the purpose of providing written support and/or conveying information.
9. Accurately collects payment for food products and records payment information as required.
10. Maintains regular and appropriate attendance and is on time for assignments for the purpose of meeting the needs of the students and the school.
11. Assists other personnel as may be required for the purpose of supporting them in the completion of their work.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Knowledge of basic sanitation principles and demonstrated ability to main a clean and organized work area.
2. Demonstrated ability to apply basic cash management skills using a point-of-sale system.
3. Excellent oral communication skills.
4. Demonstrated ability to work in a fast-paced environment and meet deadlines.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate the use of good judgment; Make sound decisions within parameters of authority.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. High school diploma.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Obtain the appropriate state and federal background checks and clearances required for ongoing employment in a public school setting.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Willingness to work additional hours/overtime as requested.
14. Meet such alternatives to the above qualifications as the Food Service Director may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Authority Relationships	Responds and relates well to bosses or supervisors; would ho out of his/her way to work hard for their direct report; is easy to challenge and develop; is comfortably coachable.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The Cafeteria Aide/Cashier must be physically able to operate a variety of equipment, including an oven, skillet, dishwashing machine, meat slicer, point-of-sale system, etc.

The employee must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk; occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 20 pounds.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to staff members or subcontractors.
- Read a variety of correspondences, recipes, training material, etc.
- Requires the ability to speak to people with poise, voice control and confidence to a variety of individuals, including students and staff. Talk and hear. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear. Must be able to communicate via telephone.

- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Inspect items for both quantity and quality.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees. Employees in this position must be able to perform this job successfully based on this job profile. Reasonable accommodations may be made to enable individuals with disabilities.

ACKNOWLEDGMENT

I, _____, have read and received a copy of this job profile and understand that a copy of this job profile will become part of my personnel file.

Employee Signature

Date