



Meal Service Assistant

Start Date: Monday, May 15, 2017
Location: Saint Paul, MN

West Side Summit seeks a reliable, customer-service oriented, and goal-oriented Meal Service Assistant to serve school meals and provide quality service to students, staff, and visitors.

Major Responsibilities

Food Service

- ❖ Receives, handles, stores, sets up, serves, and cleans up meals and food according to established standards.
- ❖ Practices proper sanitation, safety, and security procedures in all phases of operation.
- ❖ Maintains proper use and care of all food service equipment.
- ❖ Maintains quality in the presentation and service of food.
- ❖ Cleans up cafeteria, and other food serving areas; including the floor, tables, and other designated areas as necessary; according to established standards.
- ❖ Encourages student participation and consumption.
- ❖ Follows proper procedures for maintaining program accountability and integrity of the School Nutrition Programs through compliance with federal, state, and local guidelines.
- ❖ Assists in maintaining required food service recordkeeping forms.
- ❖ Serves food to students, staff, and visitors in a friendly and upbeat manner.

Qualifications

- ❖ **Education/Knowledge:** High school degree or equivalency preferred, but not required.
- ❖ **Experience:** No previous food service experience necessary. Excellent references from prior work experiences required.
- ❖ **Licenses/Certifications:** Required: Criminal history clearance. Helpful but not required: ServSafe certificate, MN Certified Food Manager certificate, CPR, and First Aid.
- ❖ **Interpersonal Skills:** Works cooperatively with students, parents, co-workers, management, and the general public from varied educational and cultural backgrounds. Interaction involves exchanging information, either in verbal or written format.
- ❖ **Supervision Skills:** No supervision responsibility.
- ❖ **Abilities:** Completes tasks required by following established procedures. Exercises some judgment and minimal analysis.

Physical Demands

An employee in this position can expect to perform the following:

- **Standing, Walking, Bending, Squatting:** frequently
- **Sitting, Climbing Stairs:** occasionally
- **Communicating Orally, Hearing, Seeing/Visual Acuity:** often
- **Using Hands and Feet for Repetitive Movement:** often
- **Lifting:** frequently
- **Type of Lifting:** medium heavy work, lifting 50 pounds or more occasionally and 25 pounds frequently.

Work Environment: The noise level in the work environment is sometimes high.

Compensation: This position pays \$12/hour for 15 hours per week (M-F from 10:00a.m.-1:00p.m.) when students are in school through June 23, 2017.

Application Process: To apply, please submit a resume to info@westsidesummit.org