



Cafeteria Cook and Server

Job Title: Cafeteria Cook and Server

Ministerial Designation: Non-Religiously Qualified-non-exempt

Department: Food Service

Reports To: Food Service Manager

Prepared Date: 09/11/2019

Summary: The Cafeteria Cook and Server participates in the healing Mission and Ministry of Tenacre by setting up the Cafeteria, welcoming, serving, cooking and working with the rest of the Food Service Staff.

Competencies

Trustworthiness: Be trusted to work independently and flourish in a fluid work environment. Keeps commitments, demonstrates respect for all, and inspires the trust of others.

Teamwork: Works cooperatively and goes the extra mile to assist others; contributes to the camaraderie and unity among all staff.

Communication Skills: Communicates clearly, listens to others and asks questions for clarification, and responds to others with warmth, respect, empathy and patience; conversations reflect high standards.

Interpersonal Skills: Remains open to others' ideas and is observant to customers' needs.

Dependability: Follows instruction, keeps commitments; completes tasks on time and notifies appropriate person if there is an alternate plan.

Motivation: Demonstrates persistence and overcomes obstacles, and is willing to work hard.

Adaptability: Flourishes in a flexible, fluid work environment, and when a need arises, is willing to carry out additional tasks as assigned by supervisor.

Orderliness: Demonstrates accuracy, thoroughness, orderliness, cleanliness and attention to detail.

Essential Duties and Responsibilities; other duties may be assigned

- Works from 8:15 am to 6:45 pm, four days per week, with every other weekend off, is willing to cover other shifts as needed
- Sets up the Cafeteria for service, which includes basic cooking to order
- Breaks down and cleans up the Cafeteria; stores food appropriately
- Informs supervisor of upcoming needs
- Makes recommendations to improve menu selections, food presentations, and serving methods
- Participates in some general kitchen prepping, such as peeling and cutting vegetables, and portioning and wrapping food items
- Is set up and ready by established time schedule
- Creates a welcoming environment
- Keeps the food looking appetizing and fresh, and storage/prep areas organized; uses/rotates ingredients in a timely manner
- Checks that the food is at proper holding temperatures
- Suggests specials for the weekly menus
- Always stationed in the Cafeteria during service hours
- Is familiar with and adheres to Health Department regulations and practice

- Communicates any department related observations to supervisor
- Informs co-workers of any relevant information
- Reports maintenance issues to supervisor
- Shows creativity with items to serve

Physical Requirements

- Stands and moves during the entire work day, and works within a professional food service environment
- Lifts or moves items weighing up to 25 pounds on a regular basis
- Uses excellent safety measures throughout the work day, staying alert to sharp, slippery, hot, and hard surfaces; skillfully handles hand tools, equipment, and electrical appliances

Qualifications

To succeed at this position, an individual must be able to perform each of the above stated essential duties. Reasonable accommodations may be made for individuals with disabilities.

Experience and/or Education

- Fluent in speaking, reading and writing English
- Professional food service experience, preferred
- Christian Science Mother Church Membership, preferred