

## **Food Service Assistant (2025-26 Academic Year)**

Status: Non-Exempt, Part-Time (0.8 FTE – Benefits Eligible)

7:00AM to 1:00PM daily

Calendar: Academic Year

### **Overall Objectives**

The purpose of this position is to effectively lead and perform a variety of food preparation, clean up, and service duties in the school cafeteria.

### **Principal Roles & Responsibilities**

- Coordinates and participates in the preparation and serving of various food items for breakfast and lunch
- Checks and operates all food preparation equipment
- Organizes food serving counters and steam tables; serves food to students
- Operates point of sale during meal service as assigned
- Places packaged food in coolers and/or freezers for storage
- Maintains inventory records of food and supplies
- Maintains clean and sanitary preparation area and equipment
- Utilizes various cleaning agents according to label instructions, and using in accordance with prescribed safety precautions and directions
- Performs necessary data input and maintenance and maintains records
- Creates work orders, as needed
- Performs other duties as assigned

### **Communication**

- Communicates effectively with team lead and team members
- Attends and actively participates in team meetings

### **Program Compliance**

- Follows all state and city health and safety policies and protocols
- Attends all required food safety and health training
- Follows all school policies and protocols

### **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy
- Maintains a professional image
- Completes responsibilities in a timely and accurate manner
- Meets set objectives and goals and requires minimal supervision and direction
- Demonstrates a commitment to the organization
- Takes pride in work and is committed to quality
- Meets attendance and punctuality guidelines

### **Recommended Qualifications**

- Prior work experience in a school cafeteria helpful, but not required
- Strong teamwork mindfulness and skills preferred

**Employee Requirements**

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks

**Salary** \$16/hr - \$19/hr DOQ

**Benefits:** We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

**Start Date:** August 12, 2025

**To Apply:** Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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