



Food Prep/Server Job Description

Purpose of Position

The Food Service Preparation and Server impacts students each day through DMC's Food Service Program. This position performs routine tasks for preparing food, serving food, and kitchen clean-up.

Position:

- Part-time - 10-12 hours per week
- School year
- Hourly, at-will employee

Reports To: Food Service Director

Direct Reports: None

Qualifications:

- High School diploma or equivalent.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in their personal relationship with Jesus Christ.
- Ability to lift and carry up to 30 lbs.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: Equipping minds and nurturing hearts to impact the world for Christ.
- Relates well to children at all grade levels in a positive manner.
- Characterized with integrity and maintains confidentiality.
- Utilizes problem-solving skills.
- Demonstrates effective communication skills.
- Committed to delivering positive customer service experiences.

Responsibilities:

- Performs routine kitchen tasks related to food preparation, service, and clean-up.
- Communicates effectively with staff in all departments.
- Prepares ingredients by washing and chopping fruits and vegetables and properly packaging them.
- Prepares and bakes simple dishes, such as salads, entrees, and side dishes according to directions.
- Serves meals in accordance with the serving size guidelines established for students and adults.
- Assists in the monitoring of food temperature in accordance with State guidelines.
- Maintains a clean and orderly kitchen by washing dishes and sanitizing surfaces.
- Ensures that all food and other items are stored and labeled properly.
- Complies with food safety and sanitation guidelines.
- Assists in equipment set-up prior to scheduled lunch periods.
- Assists with kitchen clean-up and equipment sanitization on a daily basis.
- Assists with cashier as duties.
- Performs such other duties as assigned.

Employee Signature:

Date: