



Job Description

Position:	Cafeteria Aide	Primary Reporting Relationship:	Cafeteria Manager
Classification:	Part Time, Non-Exempt	Secondary Reporting Relationships:	none
Ministry Area:	Cafeteria		
Interfaces:	Students, parents, administrators, staff, other stakeholders as appropriate		

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Cafeteria Aide shall display evidence of Christian character as a model to students, faculty and staff while working and supporting the functioning duties of the lunchroom.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Model and set an example for the development of good citizenship and godly character.
- Represent the school in a favorable and professional manner.
- Maintain cordial and cooperative working relationships with colleagues.
- Perform opening, closing, and serving duties as assigned by the Cafeteria Manager.
- Perform other duties as assigned by the Cafeteria Manager.

Opening Responsibilities:

- Open both kitchens daily. (Kid's Commons and Fellowship Hall)
- Clean and disinfect countertops, microwaves, and tables.
- Unload and stock supplies daily, fold towels, prepare trash cans, fill plastic ware, and stock drinks and snacks.

Serving responsibilities:

- Serve meals twice daily during elementary and secondary lunches.
- Pull and organize food and beverages ordered for the day.
- Count and organize food when it is delivered from restaurants.
- Set up computer for the day and give out ordered food through the lunch line.

Closing Responsibilities:

- Close both kitchens daily. (Kid's Commons and Fellowship Hall)
- Clean and disinfect countertops, microwaves, and tables.
- Sweep all floors.

Required Skills and Abilities:

- Must demonstrate an excellent attitude, take pride in work, and be a team player.
- Must be dependable and flexible.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires standing; walking; stooping; reaching; and lifting.

The employee in this position will be required to use their hands to work including repetitive motions of the wrists, hands, and or fingers. This position is considered light work, expecting the employee to exert up to 20lbs of force occasionally, and/or up to 10lbs of force frequently. Specific vision abilities required for this job include using visual acuity to determine the accuracy neatness, and thoroughness of the work assigned.

I have received, reviewed and fully understand the job description for the **Cafeteria Aide** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____