

Join Center City Public Charter Schools: Become a Campus Cafeteria Assistant



Center City Public Charter Schools is seeking professional, dedicated Cafeteria Assistants at our six campuses. The Cafeteria Assistant is responsible for managing the daily operations of the campus meal service. This work supports student achievement, as well as, the effectiveness and efficiency of business operations and related local, state and federal compliances around meal service. Center City PCS believes that small schools and top quality leaders make for excellence – excellence in instruction, management, and student learning.

The Role of the Campus Cafeteria Assistant

The Campus Cafeteria Assistant (CCA) serves nutritious meals to students and ensures a clean and functioning cafeteria environment. The CCA is also responsible for assisting with meeting participant requirements with the National School Lunch Program (NSLP). The CCA works in coordination with and under the direction of the Operations Manager to ensure compliance with NSLP. Meal service occurs daily in shifts of approximately 50-70 students. The hours for this position are 7:30am – 2:00pm Monday through Friday with a one-hour break, not to exceed 5.5 hours per day. Hours may vary per campus based on operational needs.

Areas of Responsibility & Accountability

- Execution of duties in accordance with policies and procedures
- Must meet federal and state requirements for proper food handling, food storage, and sanitation
- Forecast and plan menu in coordination with Operations Manager
- Maintain service equipment (report issues, concerns)
- Maintain required records, including but not limited to, production records, vendor receipts, meal counts and inventory
- Receiving and serving of meals
- Maintain accurate point of service records and ensure proper execution of federal point of service requirements
- Accurate recording of meals in student information system
- Attend mandatory trainings
- Ensure adherence to Healthy Schools Act requirements
- Adherence to safety requirements

Expected Skills & Attributes:

- **Certified Food Handler License in the District of Columbia**
- Ability to lift up to 45 lbs
- Ability to multi-task
- General knowledge and understanding of nutrition guidelines
- Knowledge of National School Lunch requirements a plus
- Strong organization and communication skills (working with vendor, staff, students and families)
- Ability to work positively with children, school staff and public to provide direction and guidance
- Ability to identify techniques to promote foodservice and healthy eating to students, staff and families
- Absolute reliability
- Basic computer skills a must
- Familiarity with PowerSchool a plus

Application Instructions

Interested candidates should apply using the Center City PCS Online Application, which can be accessed at: <http://www.centercitypcs.org/employment-application/> . Please upload 1) a current resume and 2) a cover letter addressing your interest in Center City PCS into the online application.

The Campus Cafeteria Assistant is a part-time position of Center City PCS. Center City PCS is an equal opportunity employer.