

## JOB POSTING

**Job Title:** Dining Room Assistant – Part-Time  
**Reports to:** Dining Room Supervisor  
**Schedule:** All Shifts: Days, Evenings and Weekends

**Department:** Dining Services  
**FLSA:** Non-exempt  
**Employee Category:** Staff

### **Job Summary:**

To assist in the day to day activities that takes place in the dining rooms. Assist in meeting objectives of the Dining Services department.

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### **Essential Job Duties and Responsibilities**

- Assist in setting dining rooms for special functions.
- Be aware of and observe Dining Services standards and procedures.
- Monitor beverage machines for temperature, ensure they are filled and properly maintained before, during, and after meals.
- Adequately supply napkins, trays, salt & pepper shakers and utensils, and china for each meal.
- Maintain adequate stock of all counter dry and refrigerated goods, and advise management of shortages.
- Monitor dining rooms and pantry area, and maintain coffee, beverage stations, fruit, dessert, and cereal stations
- Responsible for the sanitary condition or pantry area and dining rooms, light-cleaning duties required.
- Perform dishwashing duties as assigned.
- Cooperate with dining room supervisors to ensure an orderly and efficient operation.
- Assist in the proper set-up and service of small functions.
- Promote a positive, congenial atmosphere with students, employees, supervisors and customers.
- Other duties as needed.

### **Qualifications and Skills Required for Position:**

- Follow all policies including MSDS, safety and sanitation as instructed by management and keep informed of all material safety data.
- Required to wear proper uniform.
- Required to report to work promptly at the time stated on the staffing schedule, and take only scheduled breaks.
- Perform other duties as assigned within reason
- Must be extremely well-organized with great attention to detail.
- A high level of integrity, accuracy and work ethic.
- An open and collaborative style.
- Excellent oral and written communication skills.
- Interest and willingness to work nights and weekends, if necessary.
- Ability to oversee and manage daily tasks and to provide deliverables to multiple parties on a daily basis.



- Good problem solving skills.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Must successfully complete criminal background check

**To Apply:** To apply on-line, please click [here](#).

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**Statement of School Values:** The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others— all so that we can go far together.