



## JOB POSTING

<b>Job Title:</b> Snack Bar Assistant	<b>Department:</b> Dining Services
<b>Date Last Revised:</b> 09/2021	<b>Reports to:</b> Director of Auxiliary Services
<b>Employee Category:</b> Staff	<b>FLSA:</b> Non-exempt/ Part-Time
<b>Schedule:</b> 25 hours per week/9-month position	<b>Benefits:</b> No benefits with this position

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. Gov's has approximately 400 students and 250 employees.

Gov's 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.

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### **Job Summary:**

The Snack Bar Assistant is responsible for maintaining outstanding customer service; short order cooking, processing sales quickly, accurately and efficiently, standardized cash handling procedures, ordering and maintaining supplies, cleaning equipment, and surfaces in the snack bar. Evening, weekend and day shifts are required.

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

- Promote a positive, congenial atmosphere in the Student Center with students, faculty, staff and customers.
- Prepare all standard menu items.
- Must remain aware of, and observe Dining Services standards and procedures.
- Must adhere to standardized recipes and advise the Manager of any discrepancies.
- Must work varied shifts, including evenings and weekends. Required to report to work promptly at the time stated on the staffing schedule, and take only scheduled breaks.
- Cooperate with the management team to ensure an orderly and efficient operation.
- Maintain food and refrigeration temperature logs, and take corrective action when required.
- Responsible for proper handling and storage of all foods prepared.
- Responsible for understanding and following HACCP-based SOPs.
- Responsible for the sanitary condition of Snack Bar and dining areas.
- Deliver, set-up, and pick-up of special parties as required.
- Assist in the proper set-up and service of small functions.
- Follow all policies including MSDS, safety and sanitation, as instructed by management and keep informed of all material safety data.
- Required to wear issued uniform including non-slip shoes, hat, shirt and pants and vinyl gloves while handling food.
- Perform other duties as assigned within reason.

**Qualifications and Skills Required for Position:**

- High school diploma required.
- Prior experience working in management and as a cook in the short order style.
- Ability to oversee and manage daily tasks and to provide deliverables to multiple parties on a daily basis.
- A strong commitment to service is essential.
- Relates to students, faculty, staff and visitors in a cooperative manner that helps others to be their best.
- Ability to process information/merchandise through POS systems.
- A mastery of the current principles, practices, operation of equipment, materials, and methods used in large-scale production is desirable.
- Must be extremely well-organized with great attention to detail.
- A high level of integrity, accuracy and work ethic.
- Excellent oral and written communication skills.
- Successful candidate must be able to read and write and perform mathematical computations.
- Successful candidates must have a valid driver's license and be able to drive in Massachusetts.
- Ability 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.
- Has a demonstrated commitment or experience in justice, equity, diversity and inclusion work.
- Is willing to participate in professional development as related to justice, equity, diversity and inclusion work.
- Must successfully complete criminal background check

To apply for the Snack Bar Assistant position, please click [here](#).

**Statement of School Values:** Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.