



Job Opening for DINING SERVICES ASSISTANT

THE MISSION OF EASTSIDE
PREPARATORY SCHOOL IS TO
GUIDE STUDENTS TO ...

THINK CRITICALLY

ACT RESPONSIBLY

LEAD COMPASSIONATELY

INNOVATE WISELY

These four mission components guide the growth of the school as well as the evolution of the EPS culture. Founded in 2002, Eastside Prep was accredited by NWAIS in January, 2010. Eastside Prep has grown from 17 students in 2003-2004 to a projected total of 430 for academic year 2017-2018.

Position Summary: Reports to the Dining Services Director. This is a dual functioning position whose primary role is to provide assistance in the Dining Services team, coupled with student supervision of grades 5-12 during the after-school program located in the dining commons.

Duties and Responsibilities

Dining Services Responsibilities:

- Dining room set up.
- Cashiering.
- Stocking.
- Assembles and delivers all food and supplies for catered functions.
- Arranges buffet tables with food, beverage and service items according to standards.
- Busses plates, silver and glassware during events.
- Returns food and beverages, serving equipment and utensils to kitchen.
- Follows safety and sanitation policy and procedures at all times.
- Performs other duties as assigned.

Student Supervision Responsibilities:

- Maintain discipline by enforcing safety rules when students are in the dining room during lunch as well as the after-school program.
- Circulates among students in the dining room to help provide assistance and resolve minor issues.
- Be aware of situations arising in the dining room or after-school program and work to defuse them before a situation gets out of control.
- Responds appropriately in stressful situations.
- Exercise a fair but consistent manner when interacting with students.
- Required to report all student injuries, accidents, illnesses and discipline issues to the appropriate authority immediately, or as soon as reasonably possible.
- Practices proper guidelines and maintains confidentiality of student information in the school and in the community.
- Perform other duties as assigned.

QUALIFICATIONS:

- The ideal candidate will have prior catering experience and excellent customer service and communication skills.
- Previous experience in a food services position or school lunchroom strongly preferred.
- Previous experience working with children.
- Demonstrate ability to appropriately communicate and interact with children.

EDUCATION

- High School diploma or equivalent

OTHER SKILLS AND ABILITIES:

- Good verbal communication skills.
- Patience, cheerfulness, good observational skills.
- Knowledge of peer mediation and conflict resolution techniques and ability to apply them.
- Possess a WA state Food Handlers Permit.
- Must be able to pass a background check.
- CPR Certified.
- This is a full-time position, predominately Mon-Fri 10:00am – 6:00pm that offers a competitive hourly rate and full benefits.

Interested applicants should send his/her resume and cover letter to jmartorano@eastsideprep.org.
Applications will be accepted until the position is filled.