



Phoenix Christian

PREPARATORY SCHOOL

Job Title: Cafeteria Worker Aide

Reports to: Cafeteria Manager

General Responsibility: To assist in preparing food, cleaning, manning the register, and assisting the Cafeteria Manager

Prerequisites: Food Handlers card for the state of Arizona, Cash Handling experience, and working with children

Hours: Monday through Friday, 14-16 hours per week, Days vary by scheduling, major holidays off, Days off throughout the year for scheduled school breaks

Required Personal Qualities:

- *Has received Jesus Christ as his/her personal Savior
- *Believes that the Bible is God's Word and standard for faith and daily living
- *Is a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- *Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith
- *Is in whole-hearted agreement with the school's Statement of Faith and Christian Philosophy of education.
- *Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.

Required Professional Qualities:

- *Uses acceptable English in written and oral communication.
- *Proficient in use of technology including but not limited to Square App and student information systems (Renweb)

*Embodies strengths of organization, multitasking, and initiative

*Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public

*Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity and consideration.

*Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Job Description:

Assist in the preparation of the meals for the day/week

Daily cleaning, stocking, sweeping, dishwashing and other duties to maintain a clean facility

Assist in catering onsite events

Assist in manning the cash register, balancing the drawer and inputting student information into Renweb

Must be able to lift at least 50 lbs

Receiving and stocking food orders

Must be able to help in pickup of merchandise from local stores/ food bank if necessary

Build relationships with students, staff, faculty and parents

Must be able to work in a fast-paced environment