



FLETCHER ACADEMY

A Ministry of FAI

Overview of Role

<u>Position:</u>	Food Service Associate - Lunch Shift	<u>Department:</u>	Fletcher Academy
<u>Class:</u>	Part-Time	<u>Wage:</u>	\$11.50 / hr.
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Director of Food Service
<u>Notes:</u>		<u>Revised:</u>	06/11/2021

Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Why (Supports Mission & Vision in the following ways):

- The recently renovated Fletcher Academy Cafeteria and Dining Hall represents one of several critical “touchpoints” with our students, families, visitors, employees, and other constituencies of the campus. The dining facility includes the “Robert Hansen Meeting Room” reserved for FAI leadership, FA faculty and students alike for brainstorming sessions. While school is in session the facility serves meals 7 days per week and creates an atmosphere which is also used as the social hub of campus for students and faculty / staff to interact. You will find much more than meals are shared here; the Creation Life message is demonstrated through meal service, our students find service based work opportunities, and they are encouraged to practice kind customer conduct.
- Working for Fletcher Academy Cafeteria is a ministry, not only in nutritional services but also in being a leader/mentor of the student work program. The right team fit will have a heart for serving our Creator God, the foodservice industry, and working with youth.

How (Essential Duties and Responsibilities):

- **Covers** a Standard and Flex Schedule; 3 lunch shifts per week; may also work a flexible weekend schedule; responsible for following opening and closing procedures as required on weekend shifts to maintain the security of the facility.
- **Prepares, cooks, and serves** food alongside student workers, leading by example by demonstrating proper cooking, serving, and cleaning techniques.. Helps to supervise student workers to ensure food handling and cleaning tasks are held to the highest standards.
- **Displays** genuine customer service skills and shows care for the needs and desires of others, working with the Food Service Director in addressing any concerns with food choices offered, i.e. vegan options, accommodating dietary restrictions when possible, etc.
- **Prioritizes** cooking and cleaning tasks as needed and orchestrates student workers to help accomplish tasks in a timely manner.
- **Conscientiously maintains** the kitchen, dining room, restrooms, and all other department areas to a high standard of cleanliness and organization.
- **Maintains** standards of work, sanitation, and safety, ensuring that food items are properly shipped, received, stored, cooked, and served in a safe, sanitary, and timely fashion.
- **Upholds and supports** Fletcher Academy and FA Café standards pertaining to dress code, disciplinary actions, Student Handbook guidelines, etc. Recording and reporting any disciplinary or performance issues to the Food Service Director (in their absence) for follow-up.
- **Willing and able** to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

What (Qualifications):

- High school diploma or equivalent preferred. Strong in basic math skills. Excellent verbal and written communication skills.
- Must have 1 year of food service experience and a positive record of service.
- Safe Serve qualified with current certification (or ability to obtain within 90 days of hire).
- May stand, walk, stoop, or perform manual physical labor of varying intensity for extended periods. Lifting requirements < 50 lbs.
- Able to handle a high-paced, potentially stressful work environment, and make productive supervisory decisions.

Who (Reports to / Supervises):

- Reports to the Fletcher Academy Food Services Director, may supervise student workers and/or Career Education class students.

Expectations:

- The mission drives everything we do; students and patrons are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.

- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members.