COMMUNITY EDUCATION BUILDING CORP.
POSITION DESCRIPTION

Title: Cashier/Food Preparation Associate
Reports To: Chef
www.cebde.org

POSITION

The Cashier/Food Preparation Associate at the Community Education Building (CEB) does more than manage daily meal transactions. The work of the Cashier helps transform children’s lives by supporting the creation of new opportunities for a brighter future. We are seeking a Cashier/Food Prep Associate at the CEB who will be responsible for maintaining a clean and orderly checkout area for up to 1200 students and staff. Our cashier will assure students receive USDA compliant meals, be able to accept small cash exchange, use a computerized point of sale station, and answer food service related questions. The cashier must be organized, dependable, pleasant, and enjoy working with children in a fast paced environment. In addition, s/he will participate in light food preparation between meals under the direction of the school Chef. The Cashier/Food Prep Associate must be dedicated in making a commitment to conduct his/her work with determination, integrity and purpose, embodying these key responsibilities.

KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO):

- Collect and safely manage cash from daily meal transactions and a la carte purchases;
- Properly sort, count and wrap bills and coins;
- Operate a compliant Point of Sale (POS) service and POS computer system;
- Ability to write daily menu with knowledge of food components;
- Ability to set up cafeteria, condiment, milk and snack food stations;
- Conduct daily cleaning and sanitation of all servery and kitchen areas and equipment;
- Knowledgeable of USDA Meal Program regulations to assure meal compliance;
- Ability to educate children and staff of meal program requirements as necessary;
- Prep of salads and sandwiches, cup fresh fruits and vegetables per chef;
- Ability to calculate basic math including adding and subtraction;
- Ability to read production sheets, recipes, weigh and measure foods and properly package items;
- Serve food on trayline when needed;
- Prepare containers, food and meal counts for satellite site deliveries;
- Assist with inventory, dishroom and receiving deliveries;
- Maintain a friendly demeanor with parents, students, teachers and administration;
- Maintain uniform appearance;
- Attend scheduled meetings and workshops

QUALIFICATIONS AND FUNCTION REQUIREMENTS:

- High School diploma or equivalent;
- School food service experience is a plus;
- Some knowledge of food preparation techniques for hot and cold foods;
- A minimum of 1-year experience with small cash exchange;
- Serve Safe preferred;
- Ability to write and post daily menu specials
QUALIFICATIONS AND FUNCTION REQUIREMENTS (cont’d):

- Must be able to speak, read and understand English,
- Must be bilingual;
- Must be able to stand for more than 4 hours in a row, kneel, crouch and lift over 50 pounds;
- Must be available every day that school is in session, Monday – Friday;
- To be available as needed for evening or occasional weekend events;
- Must be able to pass and supply a copy of state and federal background checks;

PROFESSIONALISM

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality;
- Reflect critically upon his/her individual performance; identify areas for further professional development; access meaningful learning experiences; and listen thoughtfully to other’s viewpoints and respond constructively to suggestions and criticisms;
- Fulfill all outlined and related functions professionally, timely and thoroughly;
- Perform other duties related to this position that may be assigned; and,
- Play a critical role in developing and managing relationships with key stakeholders

HUMAN RESOURCE INFORMATION

CLASSIFICATION: On-call position. Hours to range between 7:00 am – 6:00 pm

HOW TO APPLY

A cover letter is required. Please submit your letter and resume to Havena Hollins: Email: hhollins@cebde.org; Fax: 302-468-4587; Mail: 1200 N. French Street, Wilmington DE 19801, Re: Cashier