

<b>Job Title:</b> Coordinator of Dining Services
<b>Position Type:</b> Full-time
<b>Reports to:</b> Head of School

## MISSION

*The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21st century—and accessible to students regardless of economic circumstance.*

## RESPONSIBILITIES

- Computer skills to include all facets of the Google suite of products
- Familiar with POS meal computer system programming and daily usage
- Maintain a sparkling clean kitchen that meets the highest safety standards
- Collaborate with our Director of Finance on ordering, budgeting, and record-keeping
- Follow Cash Handling Procedures including monthly Credit Card Reports and Daily Cash Deposits
- Maintain compliance with food/nutrition-related contracts
- Attend monthly staff meetings

## EDUCATION & EXPERIENCE

- Required: high school diploma/GED
- Required: Serve Safe certified
- Required: 2-3 years of experience working with the dining services industry and cooking for large groups
- Maintains and improves own professional knowledge and skills.
- Meets staff development guidelines as set forth by the school.

## SKILLS NEEDED

- Able to communicate effectively both written and verbally.
- Able to work well with others in the school community.
- Able to handle multiple tasks simultaneously.
- Able to organize and relate information in an understandable format.
- Able to use job-appropriate technology.
- Able to think and plan critically.
- Able to perform basic math, including calculations using fractions and percentages.
- Able to maintain composure and avoid displays of anger.
- Able to be flexible with changes in schedules.
- Able to be self-motivated and display a high energy level.
- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner.

**PHYSICAL REQUIREMENTS**

- Required to work in kitchen/cafeteria atmosphere.
- Required to maintain professionalism in dress and hygiene.
- Required to manage high to moderate levels of stress.
- Required to sit, stand, bend, stoop, reach, grab, pull, carry objects of 25 pounds, hear, see, and speak on a daily basis.
- Required to work under limited supervision.
- Required to perform other related duties, as assigned, to ensure the efficient and effective functioning of the school.