



Position Title: ***Kid s Café Server***

Department: ***After School Program***

Reporting Relationships: Reports directly to the After School Program Site Director

Position Overview:

The Kid's Café Server is to aid the Carver After School Program by serving food items (supper) to students, while maintaining the food service area in a safe and sanitary condition. Server will also be responsible for food distribution set up and clean up including the student tables.

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

Position Specific Duties/Responsibilities:

- The Kid's Café Server works directly under the supervision of the CAP Site Director.
- Assist in ensuring the safety of all children during meals and upon entering the cafeteria.
- Assist in arranging setup for food items, supplies, serving lines, and/or equipment for the purpose of ensuring that items are provided in accordance with CACFP requirements.
- Maintain communication with CAP Site Director regarding supply needs.
- Maintain the closet for all supplies pertaining to the kid's café meal.
- Cleans the tables and chairs, equipment, and serving areas (e.g kitchen utensils, counters, carts, and racks) for the purpose of maintaining sanitary conditions.
- Meets all dress code standards for the purpose of maintaining sanitary conditions.
- Supervises children walking from the bus to their assigned classrooms.
- Maintains regular attendance.
- Serves as a positive role model and uphold professional behavior.

Position Qualifications:

- Ability to communicate effectively and respectfully with a broad range of people including children, center staff and parents
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to establish priority order of tasks necessary to complete an assignment
- Ability to use trouble-shooting and problem-solving skills
- High school graduate or equivalent
- Experience in the operation of kitchen equipment and food service
- Flexibility, with the ability to adapt to changing circumstances

All staff are subject to NYS requirements regarding School Age Child Care employment. This includes clearance from the State Registry, fingerprinting, three letters of reference, health report and TB test. In addition, Carver Center employment policy requires the completion of a full background check prior to hiring.

Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.

Physical and Sensory Requirements:

- Must be able to stand, walk, bend, carry, push and use both hands when performing assigned duties. Must be able to lift at least 30 pound boxes

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.

Employee Name/Signature

Date

Chief Program Officer Signature

Date