

SNACK BAR SERVER DESCRIPTION & EVALUATION

Position Title: Snack Bar Server
Personnel Code: Support Staff

Dept No: 143028
Status: Non-Exempt

Department: Food Services
Supervisor: Catering & Rentals Mngr

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary:

JCC Snack Bar Server will staff the Snack Bar and provide outstanding customer service to members and employees.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** High school diploma or GED; or in the process of achieving these educational degrees
2. **Experience - Minimum Required or Preferred:** Must have food preparation and hospitality experience; sales experience preferred
3. **Special Skills:** Must be able to operate a computerized sales system. Must be able to perform basic math skills. Must understand and abide by the Kosher guidelines. Must be able to confidently interact with diverse population. Must be able to stand for long periods of time.

Duties and Responsibilities:

- Responsible for food preparation in the snack bar area
- Responsible for inventory control in the snack bar area
- Clean and maintain cleanliness in the snack bar area at a level required for health department and safety standards
- Maintains and carries out kashruth standards and guides any others working in the snack bar so that all food is prepared under strictly kosher regulations
- General upkeep of all work areas including neat and orderly storage of equipment and supplies
- Responsible for all cash received in the snack bar area
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature