Cafeteria Coordinator

Job Description
Purpose: The Cafeteria Coordinator supports the Cafeteria Manager with the operation of Stepping Stone’s cafeteria, including serving meals, supervising and supportive training of residents who are doing their chores, accepting and organizing daily donations and food orders, and washing and sanitizing furniture, appliances and dishes.

Primary Duties:
Help prepare, oversee and serve, with the support of residents, all meal preparation during scheduled work hours.
Assist, along with residents: preparing and serving the meal, cleaning up after the meal, processing and labeling donated items, and preparing cafeteria for next meal to be served.
Provide Cafeteria Manager with an updated inventory of food items used during scheduled work hours.
Assist volunteers who are delivering food, as well as those who are donating a meal.
Additional work-related tasks as assigned by Cafeteria Manager.
Adhere to all SSEH policies, procedures, and Code of Ethics.

Qualifications:
Lift 50 lbs. on occasion during work hours.
Ability to stand, lift, push, pull, etc. during work hours.
Maintain a positive attitude.
Must have the ability to effectively enforce established cafeteria and Stepping Stone’s policies and procedures.
Ability to work in a variety of settings with culturally diverse people and communities, being culturally sensitive and appropriate.
Must pass background study, per MN Department of Human Services guidelines.

Job Type: Part-time Every other weekend
Pay: $14.00 - $16.00 per hour
Please send your resume to humanresources@steppingstoneeh.org