

# **ABSECON PUBLIC SCHOOLS**

## **Job Description**

**TITLE: Barista/Cafeteria Support Personnel**

### **QUALIFICATIONS:**

1. Strong personal qualities in customer relations and working with others
2. Successful track record demonstrating effective time management
3. Must demonstrate expert verbal communication skills
4. Knowledge of Google Applications
5. Ability to use Point Of Sale System
6. Required criminal history background check, pre-employment sexual misconduct/child abuse disclosure, and proof of United States citizenship or legal resident alien status.
7. Possess the instructional assistant credentials or eligibility requirements

### **REPORTS TO:**

- ✓ Absecon School Business Administrator
- ✓ Food Service Director

### **JOB GOAL:**

- ✓ Prepare and serve hot and cold beverages and light snacks to the staff in the Absecon School District, assist in all ordering of needed items, support cafeteria staff as needed, and act as the district's ambassador between Nutri-Serve and middle school life skills curriculum and implementation.

### **PERFORMANCE RESPONSIBILITIES:**

1. Demonstrate a thorough knowledge of menu offerings
2. Receive, monitor, and fulfill orders daily
3. Prepare and sell coffee drinks by following prescribed recipes and preparation techniques for coffee drinks, including, but not limited to espresso, latte, and cappuccino
4. Deliver orders efficiently within campus
5. Maintain and clean workspace and coffee machines as per outlined protocol
6. Order and monitor products and inventory
7. Accurately handle cash payments while following appropriate cash-handling procedures
8. Maintain safe and healthy work environment by following organization standards and sanitation regulations
9. Assist in food preparation, serving, and cleaning of cafeteria/kitchen when needed
10. Support students' needs in learning the aforementioned tasks in support of their life skills curricular needs.

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### **ADDITIONAL RESPONSIBILITIES**

1. Maintains a high level of quality work
2. Accurately follow oral and written directives
3. Perform work in a logical, orderly, and skillful manner
4. Adapt to changes in schedules, equipment, procedures, and methods
5. Accepts work assignments that could require additional training to perform
6. Maintain a high level of integrity and honestly
7. Works beyond standard work hours when necessary

### **TERMS OF EMPLOYMENT:**

- ✓ Part-Time

### **EVALUATION:**

Performance will be evaluated annually by the school business administrator and/or the director of special services.