



1185 N. Concord St.
South Saint Paul, MN 55075
651.453.1136 office | 651.389.9488 fax

Food Service Worker – Flex Academy

Hours: Roughly 10:00 AM - 1:00 PM

Rate: \$10.00-\$11.00 per hour, DOQ

ServSafe Certification a PLUS

Lifting up to 30 pounds

Duties and Responsibilities include the following:

Communicates shortage of menu items to Management.

Places dishes in dishwasher and cleans dishes in pot and pan sink as needed.

Stocks dishes, glassware and silverware as needed.

Maintains a neat and orderly work area at all times.

Completes opening and closing duties in accordance with approved procedures.

Reports any health and/or safety concerns/violations immediately to management.

Maintains a neat, well-groomed personal appearance at all times and observe the company dress code.

Verifies food quality, quantity, and freshness when receiving when receiving food.

Temps food upon receipt and before serving.

Prepares and serves food according to menus and portion controls.

Ensures that all food preparation is done in a timely manner as to meet schedules.

Operates all equipment appropriately as required.

Cleans and maintains kitchen facilities.

Communicates effectively with all members of the school.

Completes all paperwork when needed.

All hiring is contingent on passing a background check and drug screening