



Title: Snack Bar Assistant – Belin Lodge

Reports to: Snack Bar Manager and Director of Dining Services (and/or Assistant Director of Dining Services)

FLSA: Non-Exempt Staff

Status/Hours: Full time 40 hours per week September through June. Hours vary, mostly mornings and evenings with split shifts. Schedule may vary according to department and Salisbury School needs and may include Saturdays, Sundays, and holidays. May elect to work in another department during School breaks.

Date: September 1, 2023

Position Summary:

The Belin Lodge Snack Bar Assistant is responsible for performing a variety of duties within a fast food/snack bar establishment which may include completing student customer transactions, cleaning the food or stock areas, assisting in the kitchen area, cooking, and maintaining inventory; performing all other responsibilities as directed by the Snack Bar Manager.

Duties and Responsibilities:

- Prep and cook snack bar foods
- Stock snack bar as appropriate with prepared foods
- Properly store or dispose of left over items
- Clean kitchen and common areas; wipe down counters and tables at end of shift
- Know and follow all safety and sanitary rules and regulations related to food handling
- Utilize Odin POS data base system for posting student charges
- Assist Snack Bar Manager as needed
- Perform other duties as assigned by the Director of Dining Services

Minimum Qualifications Required:

- High school diploma or equivalent required
- Ability to work flexible schedule (days, nights, weekends, holidays)

- Demonstrates the ability to interact with student customers, visitors and coworkers in a friendly, enthusiastic and outgoing manner
- Current SERVSAFE certification or successful completion of a sanitation course within the past year
- Knowledge of cooking procedures and methods
- Ability to read and follow cooking directions
- Ability to remain calm in a fast-paced environment
- Ability to work as part of a team
- Exceptional time management skills

Physical Requirements:

- Position requires moderate physical activity including standing, stooping, pushing, pulling and lifting medium to heavy weights
- May require substantial movements of the wrists, hands or fingers.
- Visual acuity, with or without correction, to determine accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Perceiving the nature of sounds at normal speaking levels with or without correction.
- Frequently moves supply stock up to 50 lbs.
- Work is performed indoors in a non-smoking environment.

Additional Provisions:

- The School's Personnel Policy is hereby incorporated by reference as if expressly set forth herein.
- This job description is not a written or implied contract and may be revised or amended by the School at any time and for any reason.
- This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable, related business duties if requested to do so by the immediate supervisor or other management personnel.
- The School reserves the right to amend, alter, modify, revise, reduce, restrict and/or terminate any or all of its Policies and Procedures at any time and for any reason, including, particularly but without limitation, those provisions regarding employee benefits.