



JOB DESCRIPTION

Job Title: **Snack Bar Assistant**
Responsible to: Head of School (HOS) or their designee

Job Summary: Assist the Snack Bar Manager in their daily duties of the Snack Bar including but not limited to food prep, customer service, cash handling, inventory control, merchandise and supply restocking and facility upkeep.

Work hours: This is a part-time, non-exempt 10-month position. Approximately 20 hours a week. All overtime must be approved in advance by the HOS or their designee.

Essential Job Functions:

If/when the Snack Bar Manager is away, this position would serve as the Snack Bar Manager position. All other duties would be assisting the Snack Bar Manager with the following.

1. Oversee all operational aspects of the snack bar.
2. Create volunteer schedule.
3. Determine menu and pricing.
4. Cooperate and assist the Special Events Coordinator as needed.
5. Purchase all food and non-perishable items.
6. Performs opening and closing procedures.
7. Ensure snack bar volunteers follow proper policy and procedure.
8. Verifies inventory prior to and after lunch and/or sporting events.
9. Oversee snack bar's cleanliness, product quality, customer service, and food safety.
10. Finances
 - a. Establish a two adult counting procedure, as now followed by MVCS School.
 - b. Ensure that funds are turned in on a daily basis to the the Accounting Manager.

Qualifications

- Prior experience in restaurant or food service.
- Must pass pre-employment background check.
- Ability to handle average-weight objects up to 20 pounds and some standing or walking.
- Must be in full agreement with the MVCS Faculty/Staff Handbook including Doctrinal and Lifestyle Statement
- Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a like-minded evangelical church.