



Food Service Associate

Butter Beans Inc. is a nutritional food service provider that serves healthy lunches to students and teachers of Nursery through 12th grade schools. We pair our food services with wellness education so that students and teachers learn about the food and how to make healthy eating choices. We are located in Brooklyn, NY.

This exciting start-up seeks a talented and motivated individual looking to work on a team with shared goals of promoting healthy eating to students in the role of a Food Service Associate. The role is part time, following a school schedule with the hours being during the school's lunch periods, and is based in an independent school located in either Brooklyn or Manhattan. The candidate will be responsible for managing the school's daily lunch service. The candidate will have good communication skills, great attention to detail, be friendly, resourceful and tactful. The ideal candidate must have previous cooking experience; enjoy working with all school-aged children, and interacting with parents and school administrators. Previous experience serving food in a commercial setting, and a passion for food and healthy eating a plus. Required to pass the Food Safety course at the Dept. of Health prior to the beginning of the school year.

Summary of Duties: Performs tasks with several steps or sequences of tasks such as: sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, and beverages. Serves food cafeteria-style to customers. Heats soup in large soup pots according to the number of servings desired, with responsibility for timing and serving. Heats and serves food in standard portions by placing uniform amounts on dishes or in glasses in prescribed quantities. Makes simple sandwiches/wraps, cuts fresh fruit, and mixes fruit into yogurt. Assists teachers with packing box lunches for occasional field trips. Monitors water and detergent levels in dishwasher; cleans all dishes in dishwasher or sink, dries and puts away all dishes, properly stores leftover food for another day or to return to the kitchen; communicates with main kitchen regarding food quantities, fills out inventory sheet etc.; and restores room to orderliness at the end of each shift. Must monitor the number of teachers being served lunch each day and communicate this information to the Butter Beans Account Manager for the school.

Provides world-class customer service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Acknowledges customers, smiles and makes eye contact. Asks questions to determine, verify and solve problems. Checks for satisfaction on the quality of goods and services. Takes action to solve problems quickly. Alerts the manager, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Uses required safety equipment, and observes safe work procedures. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor.

Skills and Knowledge: Skill to perform tasks with several steps and use judgment in the performance of sequential tasks. Concentration is required to serve uniform individual portions and to avoid distractions, such as when several people ask for different items at the same time. Simple arithmetic and the ability to read and follow instructions are required. Working knowledge of common sanitation procedures to prevent contamination. Required to be familiar with all food safety guidelines instituted by the Department of Health and Hygiene, and have passed the Food Safety course at the Dept. of Health prior to the beginning of the school year. The exam is offered for online and can be found at <http://www.nyc.gov/html/doh/html/hany/hanyfood-online.shtml>.

Responsibility: Work is scheduled knowing what steps are needed to complete the work. Follow specific oral or written instructions when changes or new assignments are made, but use some judgment in deciding that the standards of sanitation, attractiveness, timeliness, safety, and service are met (i.e., serving and individual portioning). The supervisor periodically checks to see that work is done on time and according to instructions.

Physical Effort: Work involves light to moderate physical effort such as frequently lifting or moving objects, constant standing and walking.

To Apply: Please send your resume, and references to Flora Kohane at flora@butterbeanskitchen.com.