



Job Description

Position Title: Dining Services Team Member
Department: Dining Services
Reports Directly To: Dining Manager

Directly Supervises: N/A
Date: 04/14/2022
Closing Date: until filled

BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking full and part time **Dining Services Team Members** to prepare meals for guests that contribute to an overall excellent food service experience. Meal preparation includes cold food prep, baking details and catering setup. Team members report directly to the Dining Services Manager who will assign the daily production schedule and give direction.

NorthBay is looking for highly motivated, personable individuals with excellent organizational and communication skills. Successful candidates will be motivated self-starters who can work both independently and effectively within a team. Candidates must be able to convey a sense of hospitality and concern as relates to students, guests and staff, providing excellent food quality and customer service to all constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Ensures proper handling, preparation and holding guidelines, takes temperatures at regular intervals and maintains foods in sufficient quantities while minimizing over-production and waste. Assists in supplying all required products for breakfast, lunch, dinner and any catering or other special functions.
2. Ensures the dining service areas are properly set-up and maintained throughout the day.
3. Maintains dining service areas sanitation and equipment cleaning schedule.
4. Communicates appropriately with all Food Services staff, supervisor and listens effectively.
5. All other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED, unless an active High School student
- 1 year experience in a kitchen environment preferred

ESSENTIAL SKILLS AND EXPERIENCE:

- Ability to communicate accurate information; communicate effectively and calmly to guests, work crew and staff



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- Ability to complete tasks and move on to next task independently
- Ability to work under pressure and produce accurate results
- Able to work, communicate and cooperate with kitchen and dining staff, and with other departments in a way that demonstrates integrity and respect
- Engages staff and guests to create a positive, welcoming environment in the kitchen and in the dining area.