



THE MASTER'S SCHOOL

36 Westledge Road
West Simsbury, CT 06092
Tel (860)-651-9361
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www.masterschool.org

Title: Food Service Assistant
Reports to: Food Service Manager
Salary: Commensurate upon skills and experience
Term: Part-time administrative contract

Position Overview:

The Food Service Assistant will assist and provide support in all aspects of the lunch program and other Dining Hall services under the direction of the Food Service Manager.

Qualifications:

This position requires a candidate who is a self starter and can work independently toward a common goal in addition to the following:

- Previous food service experience and safe serving certifications preferred
- Effective communication and organizational skills
- Ability to establish working relationships with co-workers and community and function as part of a cohesive team
- A commitment to The Master's School mission and vision

Responsibilities:

Serve as an integral member of the Food Service Team supporting the common goal of providing quality nutritious food, excellent service, and exceptional value:

- Assist in providing and serving a nutritious, cost effective lunch menu
- Assist in the collection of lunch orders from TMS faculty, staff, and students
- Assist in preparing food ordered including appropriate amounts of additional servings
- Assist with the set-up and clean-up of Dining Hall daily
- Assist, as requested by Food Service Manager, in the counting, records, and deposits of cash receipts
- Assist in keeping accurate inventory of supplies and equipment
- Remain current on food preparation safety
- Manage and maintain food service preparation in accordance with state health requirements
- Work two days per week including Monday, or the first school day of the week, and Friday
- Substitute for other Food Service Team staff as needed

Mission Statement of The Master's School: We at The Master's School are committed to the integration of faith and learning within the framework of a Biblical worldview. We challenge our students to strive for spiritual maturity and academic excellence in a supportive community that emphasizes “education from the inside out.”

The Master's School is a non-denominational, Christian, college-preparatory day school enrolling boys and girls in preschool through grade 12. The school has three sections: Lower

(preschool - grade 5), Middle (grades 6-8), and Upper (grades 9-12). The school is located on a beautifully wooded 76-acre, 11-building campus with three athletic fields in West Simsbury. The school serves families from more than 40 towns throughout the central Connecticut and southwestern Massachusetts areas.

Founded in 1970, The Master's School is fully accredited by the New England Association of Schools and Colleges and is a member of the Association of Christian Schools International. Enrollment typically is around 280 students, with classes averaging 15 students.

Salary is commensurate with qualifications and experience. Any interested applicants should apply online and send a resume and cover letter to SEARCH at The Master's School, 36 Westledge Road, West Simsbury, CT 06092, or email it to search@masterschool.org, or fax to 860-651-9363.

The Master's School is an equal opportunity employer.

