



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST AVAILABLE POSITION

POSITION: Food Service Attendant

PROGRAM: The Guidance Center of Westchester PROS, Mount Vernon NY.

HOURS: 8:15 am – 1:00 pm (Monday – Friday)

JOB DESCRIPTION:

Duties:

- Set up and maintain the breakfast buffet in our large café.
- Stock coffee, juice and water dispensers.
- Set out cold food such as cereal and fruit for self-service.
- Monitor portion size to control waste
- Order and accept daily delivery of individual lunch meals
- Distribute lunch to program participants
- Maintain cleanliness of breakfast and lunch serving area and dining tables during and after meals
- Take inventory of food, beverages and other supplies needed for each day.
- Order or purchase food supplies as needed.
- Organize and put away food items and delivery orders.
- Maintain daily breakfast and lunch attendance sign-in sheets
- Complete daily food service logs
- Other duties as assigned

SALARY: \$14 per hour

QUALIFICATIONS:

At least one year related experience preferred in food service, hospitality; must have reliable attendance, be punctual, have a pleasant attitude and good customer

service skills, and read, write and speak English. Must be able to handle small amounts of cash, and make change.

SEND RESUMES TO:

Email resume to: nreuter@theguidancecenter.org

Fax to: 914.664.8189