



Job Posting

JOB TITLE: Food Service Assistant REPORTS TO: Food Service Manager

ABOUT THE ORGANIZATION

The Jewish Federation of Greater Harrisburg (JFGH) is a multi-function nonprofit organization serving individuals and families of all faiths, ages, and abilities. Headquartered at the beautiful Alexander Grass Campus for Jewish Life, which is owned and operated by JFGH. The campus is also home to Jewish Family Service of Greater Harrisburg, Silver Academy Day School, and the Jewish Community Foundation of Central Pennsylvania. JFGH not only serves as the Jewish Community's primary convener and advocacy organization, but it also operates the Harrisburg JCC (including its Symons Family Fitness Center, Brenner Family Early Learning Center, Summer Day Camp, Senior Adult Club, and more). JFGH is committed to serving both the Jewish and broad community in a manner consistent with the Jewish value system, which encompasses the universal values of service and loving kindness.

JOB SUMMARY

This role is responsible for assisting the Food Service Manager and Food Service Team with the kosher kitchen food production for all Early Learning Students, Senior Program Meals, special events and catered functions. The Food Service Assistant will help maintain process and safety standards, ensure high food quality standards are met, and assist with ensuring all food is delivered and served on time. This individual will also assist in packaging and delivering food to the Grass Campus and other locations as needed.

Assistance is needed Monday-Friday from 8:15 a.m. to approximately 12:30 p.m. Additional hours may be available and offered as needed.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Working with the Food Service Team hand-in-hand to prepare kosher meals for all Federation/JCC programs, and community programs as requested
- Packaging items as needed
- Performing dishwashing, cleaning, and sanitation duties
- Removing trash from kitchen and service area
- Complying with departmental Food Safety procedures and initiatives, applicable State health requirements to maintain integrity of the food and prevent food borne illnesses
- Ensuring children's dietary needs are met and that allergies are met when preparing food for specific classrooms and programs

- Complying with health regulations
- Loading and unloading catering van and setting up food at catered functions and events as requested
- Assisting with food shopping, loading and unloading as needed
- Reporting maintenance concerns
- Completing documentation for maintenance of the food safety program
- Attending periodic meetings to review the menu, catering, and techniques of the food service department
- Exhibiting positive and professional demeanor when responding to questions and communications
- Consistently offer the highest level of food service while maintaining a positive, enthusiastic, and helpful attitude and spirit.
- Demonstrate commitment to following Kashrut law and standards

Other Duties and Responsibilities

- Attend staff meetings as requested.
- Regular attendance and punctuality is required.
- An ability and willingness to occasionally work evenings and weekends as needed.
- Conduct yourself in a professional manner and follow workplace behavior standards and policies at all times, as outlined in the Employee Handbook.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma or GED
- Prior food preparation and food service experience
- Prior experience working in a Kosher food facility or kitchen; or the ability to learn and follow Kashrut laws
- Ability to maintain accurate records, understand, and successfully carry out oral and written instructions
- Responsible, enthusiastic, and cares about working in a mission-focused organization
- Ability to work effectively in a team environment

CONDITIONS OF EMPLOYMENT

Must satisfactorily complete all pre-employment background checks, clearances and reference checks.

TO APPLY

Please submit a completed employment application to: HR@jewishfedhbg.org

Pay rate will be based upon experience and qualifications. Pay range is \$15.00-\$20.00/hour.

EOE AA M/F/Vet/Disability Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability.