



Houston Gateway Academy Charter Schools, Inc.

Elite College Prep Academy

Committed to Excellence in Education

Cafeteria Staff

Houston Gateway Academy is seeking friendly, dependable, and organized Cafeteria Staff to support the daily operations of the school's food service program. Cafeteria Staff play a key role in providing students and staff with nutritious meals in a clean, safe, and welcoming environment. The Cafeteria Staff member will assist with food preparation, serving, and maintaining the cleanliness and safety of the cafeteria and kitchen areas.

Key Responsibilities:

- Prepare and serve breakfast and lunch items in accordance with school nutrition guidelines.
- Follow proper food handling, sanitation, and safety procedures at all times.
- Set up and clean cafeteria spaces before, during, and after meal service.
- Assist with receiving, storing, and inventorying food and supplies.
- Ensure compliance with health department regulations and district policies.
- Maintain cleanliness of kitchen equipment, serving areas, and dining spaces.
- Support special events or school functions as needed.
- Assist students with meal selection and encourage healthy eating habits.
- Report any maintenance, safety, or equipment issues to the cafeteria supervisor or campus administration.
- Collaborate with other cafeteria staff and school personnel to ensure smooth operations.

Qualifications:

Education/certification:

- High School Diploma or G.E.D. preferred
Bilingual Preferred (Spanish/English)
- **Special knowledge/skills:**
Must be able to read and communicate effectively with co-workers and students
Must be able to pass Serv Safe Food Handlers exam Or City of Houston Food handlers certification.
- Satisfactory outcome of a background check. Employees are responsible for a non-refundable fingerprinting fee (Approximately \$50.00)
- **Experience:**
Food service experience preferred.



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