



Dining Services Position – full-time, part-time, flexible schedules

North Yarmouth Academy seeks cashiers/food service workers for its dining services, operated by CulinArt Group. Major responsibilities include assisting the chef with food preparation and restocking, operating the register, and maintaining a clean working environment. NYA is an independent school serving students in preschool through postgraduate. You will be joining a team in supportive work environment that is part of a close-knit community. You will interact with students of all ages, teachers, and staff in a positive and respectful atmosphere. Full and part-time positions available with a competitive wage, attractive benefits, and a sign on bonus.

Interested candidates should email aleshure@nya.org and dining@nya.org with the subject line “Dining Services.” Share your interest and experience. A resume is preferred, but not required. Starting date is immediate.

Essential Duties and Responsibilities include:

- Helps prepare foods such as meats, vegetables, baked goods, and desserts. Also helps prepare catering orders.
- Performs cashier duties using the POS system.
- Performs general cleaning duties; removes trash and garbage to designated areas.
- Provides service in all retail areas, including cashiering and line serving.
- Cashiers according to established procedures, maintaining cash accuracy with receipts. Makes deposits at the end of each shift.
- Inventories and restocks supplies and food products.
- Sets up serving line, ensuring temperatures are taken, recorded and within acceptable ranges; notifies cooks if food temperatures are not within acceptable limits.
- Serves hot and cold items to customers.
- Sets up items for purchase on daily basis.
- Keeps refrigerator stocked and product rotated using the first in, first out rule.
- Stocks pantries with correct par levels of food items on a daily basis. Records replenished amounts on floor stock form for each unit. Records refrigerator temperatures on floor stock form daily.
- Performs other duties as assigned.

North Yarmouth Academy is college preparatory, coeducational school with 375 students located in Yarmouth, Maine. Yarmouth is situated on the beautiful Maine coast, 10 miles from Portland, Maine and less than two hours from Boston, MA. Since 1814, NYA has fostered integrity, character, and intellect in its students. For more information visit the website at www.nya.org.