



The New England Center
for Children®
Autism Education and Research

FOOD SERVICES SUPPORT STAFF

Department: Operations/ Food Services
Reports to: Director of Food Services
UFR #: 138

The Center provides a full range of educational, residential and treatment programs designed to help children reach their full potential. The goal of maximizing independence serves as the foundation of all Center programs. Each program has been developed to address varying skills and multiple levels of functioning.

The Center serves students between the ages of 3 and 22 diagnosed with autism, learning disabilities, language delays, intellectual disability, behavior disorders, and related disabilities. The Center's programs and services are designed to accommodate a broad range of functional levels and varying degrees of disability.

Overall Responsibility

Under the direct supervision of the Director of Food Services, the Food Services Support Staff is responsible for assisting the Monday through Friday operation of the kitchen/ cafeteria for the students and staff at The New England Center for Children, Inc.

Essential Duties and Responsibilities

- Check for daily functions and set them up (prepare salads, sandwiches if they are needed.) Coffee set ups/ breakfast/ cookies/ soda & water.
- Pick up special orders from store if needed for special functions. Delivery functions.
- Coffee Area: keeping coffee full, stocking, and cleanliness. Replenish donuts and bagels on appropriate day.
- Assist in Food Preparation for sandwich/salad bar items.
- Assist in Sandwich making during lunch period when needed.
- Wash dishes and clean dish areas.
- Assist in replenishing any food items needed during the lunch period.
- Available to assist in any other food preparation areas, as needed.

Physical

- Must be able to lift and move objects up to 20-30 pounds with some consistency.

The safety of our students, staff and visitors are among the Center's most important priorities. A commitment to our on-going safety program is a condition of employment. Your active participation is a requirement no accident is acceptable and every accident can be prevented by careful planning and adherence to our safety program. This job description is not intended to be all-inclusive and the Food Services Support Staff will also perform other reasonably related duties as requested by the Director of Food Services or his/her designee.

To apply please submit your resume to jobs@necc.org

Developed by:
Human Resources, 1/2007

Reviewed and Approved by:

Revision Dates:
9/25/07, 12/5/14