



## Raider Cafe Position Descriptions

### Day Captains:

Our aim is to have 10 Day Captains work in teams of two and be responsible for one day a week.

Prior to the start of the school year, Day Captains help fill positions on their day and other days - the fuller the schedule the easier the school year.

During the school year Day Captains

- will send an email/text reminder 2 days before each shift to all volunteers serving & subbing (communication is key with our volunteers)
- monitor how many volunteers are signed up for their day, help find volunteers for sub requests and aid and keep volunteers on the schedule by switching days to make up missed shifts
- on their day, Captains oversee the shift on site, make sure all volunteers sign in at the kiosk, follow up with any volunteer missing by sending texts, remain until the end of the shift in case a volunteer has to leave early or anything else arises
- can fill in on all positions if a volunteer does not show up or a sub has not been found
- help students that are too far in the red to purchase -

Requires upbeat, fast-paced, positive leadership.

*Pace: Fast; Student Interaction: High; Volunteer Interaction: High*

*Great way to get to meet a lot of people and interact with the administration and teachers*

### Cashier Positions:

#### **C1 - C8 and Express E9 & 10**

Cashier positions are all fast paced. Great for someone who wants the shift time to fly by, offers sitting the entire shift and allows for volunteer interaction during short breaks between lunch periods.

NO cash is taken in the cafeteria. If a staff member or student has cash to add to their account, it needs to be handed in to Liam in the cafeteria office or given to the Day Captain who will take it to Liam.

ALL cashiers are account based, students scan their ID, preferred, or cashier manually enters student ID numbers, verbally provided by the student.

- If there is a problem with the student/staff balance there is a folder to note sales. Please note the following: student name, ID number and what they purchase.
- If a student reaches their parent set limit, please remove any sealed packaging to try and help them reduce their purchase amount. In some instances when the amount owed is over \$15 please follow procedures by sending student to Express Lunch.
- Ensure that you are charging the correct student

- Read pop-up notices – even middle school students can make errors with allergens
- C1-C4 are located in the dessert area so check out both lunch and dessert purchases (C1/C2 and C3/C4 are next to each other)
- C5-C8 check out lunch
- E9-E10 different menu options and buttons (sit next to each other)

*Pace: Fast; Student Interaction: High; Volunteer Interaction: Low*

## **Food Service:**

All servers are required to wear apron, hat/visor, closed shoes and plastic gloves during their shift. If you touch something please change gloves. THIS IS REQUIRED BY THE HEALTH DEPARTMENT.

Great for a person with high energy and requires standing/moving the entire shift.

Food service positions ideally are to serve in pairs. If you like to have time to catch up with a friend or two, these are the perfect roles for you! Each lunch period involves about 10-15 minutes of actual serving, leaving plenty of time to socialize. Grab a friend (or two) and sign up for the following positions!

**Dessert Server: (2)** Fill cups with soft serve ice cream and serve warm cookies. Special desserts added on holidays.

**Hot Lines - A, B and C: (sets of 2)** Serve hot food options. Options change daily but can range from placing pizza on a plate, scooping rice, vegetables into a bowl or serving chicken fingers and French fries.

**Soup: (1)** Fill large or small soup cups per order from students and teachers.

Requires standing entire shift but is a low-key, slower-paced position. There are a few days where soup serves lite plate fare.

**Lite Plate: (1)** Plate food options per order. Requires standing entire shift but is a low-key, unless high demand days eg: beef bulgogi and shrimp bowls. Works next to "Soup" and is a great option if you are looking to work with a friend.

**Salad: (2)** Plating salad orders per student and teacher requests, such as adding lettuce, cheese, bacon, etc. in small or large bowls and plates.

Great place to work with a friend. Very intense and goes very quickly.

*Pace: Fast; Student Interaction: High; Volunteer Interaction: Moderate*