

Saint Joseph's College of Maine is hiring for the position of **Front of House Associate** in Pearson's Café!

POSITION DESCRIPTION:

Adhering to the highest level of quality, customer service and cleanliness throughout the café by:

- Delivering strong customer service and adhere to Pearson's philosophy, culture and commitment to quality food, products and exemplary service
- Representing the College in a courteous, efficient, and friendly manner in all customer, client, student and employee interactions
- Being attentive to details with the customer and client perspective in mind
- Ensuring that the various serveries are prepared 15 minutes prior to each meal period to allow time to review and make adjustments if necessary
- Following the proper product fill procedure for optimal appearance
- Ensuring the dining room is clean, including the tables and floors, and is welcoming to students, employees, and guests, and that all service areas are kept clean to support a positive experience
- Supporting the meal service by keeping deli items and desserts stocked
- Ensuring that operating procedures are followed and executed appropriately and timely (including after peak rush times) by following the checklists
- Adhering to cash policies and procedures; which includes reconciling cash when necessary
- Adhering to proper uniform standards (appearance on the job)
- Reporting any safety hazard, service issue or guest complaint to the Dining Room Manager
- Supporting the meal service by using time management skills to ensure utensils, plates, glasses, etc, are plentiful for guests without sacrificing cleanliness

Assisting with catered events scheduled at various venues on campus by:

- Working collaboratively with the Agritourism Events staff to ensure the highest level of quality and service throughout the event

- Ensuring events are properly staged 15 minutes prior to start and include proper serving items (i.e tongs, salt and pepper, and smallwares)
- Listening to special requests and filling the request as needed

MINIMUM REQUIREMENTS:

- High School diploma or GED equivalent is required
- Minimum two years' experience in related field or position
- ServSafe certified equivalent certificate in proper sanitation procedures and safe food handling, must provide valid certification with 120 days
- If job duties require driving a College vehicle, a valid driver's license, successful completion of SJC driver training program and an acceptable Motor Vehicle Record check must be completed.

SCHEDULE:

- This is a full-time staff position with estimated regular hours of 40 per week
- Must be available for evening and weekend work

About Saint Joseph's College of Maine

Founded by the Sisters of Mercy in 1912, Saint Joseph's College is Maine's only Catholic college. Located on the shores of Sebago Lake in Standish, Maine, the 460-acre campus offers 46 undergraduate programs and a Division III athletic program to approximately 800 on-campus students. In addition to its on-campus offerings, Saint Joseph's College provides certificates, undergraduate, and advanced degrees to approximately 1,200 working adults residing throughout the United States and in more than 20 other countries through its online learning program.

Saint Joseph's College of Maine seeks to attract, retain, and develop personnel who support its [mission](#) and are committed to nurturing highly competent and deeply compassionate leaders ready to serve in a vulnerable world. Inspired by the life and vision of Catherine McAuley, it welcomes persons from all backgrounds as part of its community which is guided by the following values:

- to seek and embrace truth and wisdom wherever it may be found;
- to combine faith with reason in the pursuit of academic excellence;
- to commit ourselves to honesty in all relations with each other;

- to welcome the perspectives, cultures, and abilities of all people of good will, especially the disenfranchised;
- to value and respect the contribution of each member of the community;
- to reach out beyond the College's boundaries to serve the needs of others with compassion and mercy;
- to address instances of injustice that impact people and the earth in solidarity with those we serve and from a position of informed advocacy.

Saint Joseph's College of Maine is an equal opportunity employer dedicated to providing an inclusive work environment that supports a diverse faculty and staff. We consider all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race (including traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles), color, religion, ancestry or national origin, age, genetic information, military status, sex or gender, pregnancy, sexual orientation, gender identity or expression, disabilities, familial status, protected whistleblower activity, previous assertion of workers' compensation claim, genetic information, protected veteran status, or any other status protected by applicable law.

In order to be considered for the position, submit a cover letter and resume electronically by clicking on "[Apply](#)." Be sure to also read and sign the Pre-Employment Statement. Offers are contingent upon successfully passing a background check. Specific questions may be emailed to: sjcmemployment@sjcme.edu or call 207-893-7757.