



Position vacancy announcement

Title: Food Service Substitute

Reports to: Food Services Manager

Anticipated start date: August 20, 2026

Location: PCS Central

About our schools:

Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. PCS Central opened at the start of the 2016-2017 school year and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area. A second location, PCS West, opened in Baden, PA for the 2023-2024 school year. The listed position is for PCS Central.

About the position:

We are currently seeking a Substitute Food Service Assistant that can perform various tasks related to food preparation, service, and kitchen maintenance. The role includes reading and following recipes, estimating food quantities, and using kitchen utensils to perform essential duties such as measuring, mixing, and preparing ingredients. The individual will assist in preparing both hot and cold foods, while ensuring proper food storage to prevent spoilage. They will maintain cleanliness and compliance with service standards by inspecting workstations, cleaning and sanitizing equipment, and keeping accurate records of supplies. Additionally, the role involves setting up food stations, serving meals, replenishing food, and breaking down stations after meal periods. Interactions with students and staff in the dining area should be polite and professional, while adhering to safety and risk management procedures. Attending training sessions and reporting accidents are also important aspects of the position, along with any other assigned duties.

Required Qualifications:

1. High School Diploma or GED
2. Ability to secure all relevant and necessary clearances.

Preferred Qualifications:

1. Ability to maintain a positive attitude.
2. Ability to communicate with co-workers and other departments with professionalism and respect.
3. Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
4. Ability to use a computer.
5. Basic food-handling skills.

Professional Responsibilities:

- Read recipes and/or product directions.
- Estimate food requirements.
- Operate a variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, and season for cooking, serving and storing.
- Assist in the preparation of hot and/or cold foods, and properly store food, utilizing knowledge of temperature requirements and spoilage.

- Inspect workstations for compliance with service standards.
- Keep records and requisition for supplies/equipment as needed.
- Clean and sanitize workstations and equipment following all Provident procedures.
- Set up stations with entrees, soups, salads, breads, condiments, other food products, and utensils.
- Complete general stocking duties in the service area.
- Serve and replenish food from counters and steam tables and break down stations at the end of meal periods.
- Politely interact with students and staff in the serving and dining areas.
- Comply with all company safety and risk management policies and procedures.
- Report all accidents and injuries in a timely manner.
- Attend training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Terms of Employment: Monday - Friday, 7:00am - 3:00pm. The Food Services Manager will be in contact on days that a substitute is needed.

Evaluation: Performance of this job will be evaluated by the Food Services Manager.

Salary and benefits:

- Pay is \$125/day.
- Part-time employees are not eligible for benefits.

How to Apply:

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Director of Human Resources at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.