



POSITION STATEMENT

Dining Services: Utility Person

Start Date: August 2025

OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a **Utility Person** within a dynamic community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style. BFS does not discriminate based on these characteristics or any characteristic prohibited by law and provides reasonable accommodations to otherwise qualified colleagues and applicants. If you need an accommodation related to any part of the hiring process, please send an email to [hiring@brooklynfriends.org](mailto: hiring@brooklynfriends.org).

[This short video](#) gives you a glimpse into our contemporary experience.

THE POSITION

The Utility Person is a vital part of the Dining Services team at Brooklyn Friends School. The Utility Person will support lunch service for Brooklyn Friends School students and colleagues daily and catering service for special events. The hours for this role are anticipated to be Monday to Friday 7:00 a.m. -3:00 p.m. with nights and weekends on an as needed basis.

This position reports to the Director of Dining Services and Assistant Director of Dining Services.

Primary Responsibilities Include:

Duties and Responsibilities:

- Make Coffee
- Set up cups, lids, sugar, and milk and restock as needed.
- Setup hydration station; refilling as needed.
- Fill cutlery dispensers with forks, knives, and spoons.



- Place spray bottles and paper towels on each cafeteria table.
- Put deliveries away.
- Keep cafeteria storerooms and walk-in refrigerators clean and organized.
- Clean and clear coffee station after lunch service. Setup coffee station for the next day
- Sweep and mop kitchen, servery, and storeroom floors.
- Deep clean ovens and cooking surfaces as needed.
- Clean and sanitize pots, pans, and small wares.
- Collects trash and cardboard from food preparation and service areas, place in proper receptacles.
- Assist with lunch service.
- Deep clean ovens and cooking surfaces as needed.
- Using basic knife skills assist with peeling fruit and prepping vegetables as needed.
- Assist with the preparation of sandwiches for bagged lunches when needed.
- Assist with catered events, including but not limited to, plating pastries, filling hot drink pump pots, gathering necessary paper goods, or making the delivery.
- Assist Chefs with any other duties as needed.

Qualifications and Characteristics Sought:

- High School Diploma or GED Equivalent
- Ability to ensure compliance with NYS Health Department requirements for clean kitchen and storage.
- Ability to understand verbal instructions.
- Ability to understand written communications.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to lift heavy objects.
- Ability to work in a team environment to achieve specified standards.
- Able to adapt to an ever-changing work environment.
- Collegiality, approachability, flexibility, and adaptability
- Commitment to consistently providing a high standard quality of work.
- Respect and value the experiences, ideas, and backgrounds of others.
- Willing to undertake any required training.

Physical Requirements:

- Moderate physical activity required: lifting, pushing, or pulling required of objects up to 50 pounds. Includes, but not limited to, milk crates, frozen foods, canned food, etc.
- Ability to stand for extended periods of time.
- Work environment may involve exposure to hazards or physical risks, which require basic safety precautions.
- Must be able to work in areas where occasionally moderate exposures to unusual elements, such as extreme temperatures, fumes, smoke, unpleasant odors, and/or loud noises.
- Must be able to stand, bend over, twist and reach to access shelves and workstation spaces.
- Must be able to ambulate through a classroom setting, including walking up stairs.
- Must be able to lift and carry small children up to 40lbs in case of emergency.



- Must be able to work in spaces without heat or air conditioning, and which are subject to variable temperatures and humidity.

Union Status: Union

Salary Range: \$23.35 per hour

*This salary range represents the expected **hourly rate of pay** for this position.*

- **Benefits:** Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance, 403(b) retirement plan, life insurance and long-term disability insurance. Benefits are subject to change at any time and are subject to applicable plan documents.

To apply, please provide the following:

1. Cover letter addressed to Tom Buckley, Director of Dining Services punctuating your interest and experience.
2. Resume
3. List of three references (with emails, phone numbers, and relationship to you). References will not be contacted without candidate knowledge and consent.
4. Completed [online application](#).

Please email the above attachments (if possible as a single PDF) to hire@brooklynfriends.org and put **Utility Person** in the subject line. Qualified candidates will be contacted after materials have been reviewed.

Brooklyn Friends School COVID-19 Vaccination Policy:

We appreciate your interest in employment at Brooklyn Friends School. We would like to note that the School has a mandatory COVID-19 vaccination policy, which requires all faculty and staff to be fully vaccinated and provide proof of vaccination.