BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: PAL Perks Café- Lead

QUALIFICATIONS:

A. High School diploma or GED required. College degree, preferred.
B. Food managers' certification from the Berks County Health Department or other nationally accredited Food Protection Certificate Program through ServSafe Food Protection Management.
C. Valid Pennsylvania driver's license.
D. Access to a vehicle with proof of liability insurance.
E. Experience working in an educational/vocational setting as a job coach or company trainer.
F. Experience in working in a food service setting.
G. Understanding of the operation of a cash register and point of sale system.
H. Ability to establish and maintain effective working relationships with supervisors, co-workers, and community partners.
I. Ability to perform the following physical activities: stoop, run, sit, stand, walk, bend, lift, carry thirty (30) pounds, be outside in all seasons, be inside, prepare food, hear within normal ranges, and see within normal ranges.
J. The holder of this position is required to submit to random drug/alcohol screenings as requested and fulfill all requirements per BCIU Board Policy 810.3, Non-Transportation School Vehicle Drivers and Drivers Utilizing a Personal Vehicle to Transport Students.
K. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Program Administrator – Purchasing

POSITION GOAL:

The primary responsibility of the PAL (Pathway to Adult Living) Perks Café Lead will oversee the operations of the café and work in coordination with the PAL Program instructors and job coaches. This position will perform all aspects of food preparation and sanitation in the café. In conjunction with the PAL instructors and job coaches, they will provide on-site training and support for students with disabilities for the development of appropriate vocational skills.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

A. Manage the logistics of the PAL Perks Café to include service agreements and vendor partnerships, ordering supplies, and hours of operation.
B. Identify and support professional development needs aligned with food service industry for staff. Provide leadership in the area of food service, guide, and inspire students.

C. Manage day-to-day operation of the PAL Perks Café, to include but not limited to, set up, prep, service, clean up, and daily operational budgets and supplies.
D. Maintain inventory food, supplies, and equipment.
E. Order food and coordinate purchasing of items and supplies for the PAL Perks Café ensuring that all proper procedures for receiving and storing food and supplies are followed.
F. Collaborate with the Pathway to Adult Living (PAL) team to create menus that best serve the program and the BCIU.
G. Participate in the preparation and serving high-quality food in appropriate quantities. Maintain a high degree of sanitation in cleaning of all equipment; utensils and associated area to ensure cleanliness and sanitary conditions are met.
H. Open and operate the PAL Perks Café outside of the PAL program calendar and hours to maintain consistency in BCIU operations.
I. Understand and ensure compliance with all Berks County Health Department and township regulations in effort to stay compliant with yearly health inspections.
J. Oversee the operation/support of the computerized point-of-sale system while providing a pleasant atmosphere for customers, students, and staff.
K. Be familiar with equipment and knowledgeable about its use and proper care. Ensure that all equipment is in safe working condition and arrange for repair as needed.
K. Accommodate/adapt the work environment to meet the individual needs of each student. Assist the job coaches in all student-related functions.
L. Reinforce and teach students the necessary vocational and social skills to better function in the work environment through role modeling, demonstration, direction, and redirection.
M. Train and support new job coaches, teachers, and students as needed.
N. Plan out daily task schedule for students/interns assigned to the PAL Perks Café.
O. Lift/move items of moderate size and related to work site operations.
P. Attend in-service programs related to job duties.
Q. Other duties as assigned by the Program Administrator.

TERM OF EMPLOYMENT:

Non-Exempt, Full Time, 12 months/year. Salary established by the Intermediate Unit Board of Directors per the Compensation and Benefits Plan for Technology & Support Services staff, SRI 7.

EVALUATION:

Performance in this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	**Date:**

Created: March 30, 2026
October 8, 2026

CC: Employee File