**Part Time Cafeteria Cook**

**Reports to:** Cafeteria Manager/Head of School                            **FLSA Status:** Non-Exempt

**SUMMARY**: Assists with the school food service operations in an organized and efficient manner while working in conjunction with other cafeteria staff and meeting state requirements. Requires 24 to 30 hours per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

• Prepares food according to standardized recipes and established food preparation procedures;

• Helps plan food production for the following day by prepping required food items; plans and directs an acceptable placement of steam table pans on the cafeteria line prior to the start time; receives and verifies all deliveries and refuses unsatisfactory products or services;

• Ensures the proper storage of food and supplies;

• Cleans kitchen and utensils at end of each day;

• Reports any personal injuries and/or accidents;

• Reports equipment failures;

• Ensures that food is served in a safe and sanitary environment;

• Takes all necessary and reasonable precautions to protect staff, students, equipment, materials, and facilities;

• Observes and promotes safe work practices and procedures.

**EDUCATION AND/OR EXPERIENCE:**  Candidate must possess any combination of education and experience equivalent to completion of high school. Experience in food service functions is preferred. Food service license preferred, but not required. Practicing Catholic preferred, but not necessary.