



Growth. Values. For Life.

CAFETERIA ASSISTANT
JOB DESCRIPTION

Department: Cafeteria Assistant

Supervisor: Chef Manager

Status: Part-time

This position is responsible for providing breakfast and lunch for Lower, Middle, and Upper School students in the UA Café. It also includes responsibilities for preparing and serving food while maintaining a safe and sanitary environment.

SPECIFIC DUTIES:

Food Services

- Prepares food and beverage items according to recipes
- Evaluates prepared food for flavor, appearance, and temperature
- Inspects food items and supplies to verify quantity and quality of orders
- Inventories food, condiments, and supplies to ensure availability of items
- Monitors kitchen, cafeteria areas, and equipment for a safe and sanitary environment
- Maintains food storage for a safe and sanitary environment
- Reports and maintains the amount of leftovers to the Chef Manager for the purpose of keeping an accurate record of food used daily
- Cleans utensils, equipment, storage, and serving areas to maintain required sanitary conditions
- Maintains cash register and assists with day to day operations
- Assists with food service for school events as needed

Administrative

- Receives food items and supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines
- Reports needed supplies and equipment malfunctions for the purpose of notifying the Chef Manager of items required and repairs or replacements
- Maintains daily timesheet logging in and out daily and totaling weekly time
- Attends meetings as needed
- Other duties as assigned

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community

- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Promptly attend all meetings and in-service and actively participate as required
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae and exemplifies the core values

REQUIREMENTS:

- Proficient in all aspects of cooking and serving

PREFERRED:

- High School diploma or equivalent
- Culinary education
- School experience

COMPETENCIES NEEDED:

The employee will be required to work under direct supervision and multitask in a busy environment while working with a small group of coworkers.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking, and lifting up to 25 pounds as a regular part of the job. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions and infectious diseases. While performing the duties of this job, the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.