

Columbus Catholic Schools

Job Description



Job title	<i>Food Services Assistant</i>
Reports to	<i>Food Services Director</i>

Duties and responsibilities

- Assist in preparing and serving food
- Assist in cleaning and maintaining kitchen facilities as directed
- Prepare food as per directions and guidelines
- Ensure that food preparation duties are performed in a timely manner
- Meet food preparation deadlines
- Appropriately operate all kitchen equipment as required
- Safely handle all equipment and utensils
- Communicate effectively with staff and students
- Perform all regularly necessary basic math/computations related to food preparation

Qualifications

- Ability to read and follow a multi-step recipe
- Ability to follow health and safety policies including those related to blood-borne pathogens
- Comply with Diocese of La Crosse Safe Environment program requirements
- Follow directions and perform other such duties as assigned by the Head Cook

Physical requirements

- Requires prolonged standing
- Requires physical exertion to move, lift, carry push or pull objects or materials
- Requires stooping, bending or reaching
- Must be able to work in noisy environment
- Must maintain appropriate levels of hygiene and sanitation
- Must be able to tolerate cleaning and disinfecting products
- Must be able to work in or around odors
- Must be able to work with dish washing liquids, powders and solvent
- Must be able to work safely with and around high heat and frozen items

Employee (PRINT)

Date

Employee Signature

Date

Administrator Signature

Date