
SAINT MICHAEL PARISH



Date: April 16, 2018

Position: Cafeteria Cook

Parish: Saint Michael School

Deadline: April 30, 2018

Status: Part-time (25 hours/week)

Practicing Catholic: Preferred

Position Summary: Saint Michael School in Worthington is seeking a qualified individual to serve as the part-time Cook. Under the direct supervision of the Cafeteria Manager, this position prepares and serves food in a clean and safe working environment for all students, faculty and staff. Would also be responsible for cleanup and performance of other duties as needed.

Job Responsibilities: The individual applying for this position would be required to perform the following essential functions:

1. Assist with ordering food and other departmental supplies to assure the order is received in a timely manner so that adequate inventory levels are maintained to support volume or anticipated volume. Assist with deliveries, sort and stock items as needed.
2. Provide services to students, faculty, staff and parents in a friendly and efficient manner.
3. Food prep and cooking duties ensuring correct serving temperature and quality - any substandard quality food must be brought to the attention of the Cafeteria Manager and properly discarded.
4. Cleans cafeteria, including serving area, before and after serving hours and continually during serving hours.
5. Wash pots, pans, trays, dishes, utensils, run dishwasher as needed.
6. Maintain appearance of all equipment and serving counters.

Qualifications for the position: This position requires frequent movement about the cafeteria to complete the essential job responsibilities as outlined above. The ability to be flexible and to adapt to changing needs; ability to keep all information confidential; and the ability to be a team player and have harmonious relationship skills when dealing with co-workers, faculty, and students. Prior food service experience is preferred. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Submission should include cover letter, resume, and references via email by Monday, April 30, 2018 to:

Wende Hageman, Cafeteria Manager
whageman@cdeducation.org