



Delphos St. John the Evangelist Parish and School

Position Description

Position: Cafeteria Assistant Cook
Reports To: Cafeteria Manager / Business Manager
Effective Date: 8/22/22
FLSA: Non-Exempt

General Summary: Assist in preparing, cooking, and serving food in the school cafeteria as well as learning the National School Lunch program and administrative work associated with such programs.

Essential Duties and Responsibilities:

- Operate specialized food service equipment.
- Assist in food production, service and/or cleanup tasks as assigned.
- Receive and unpack food and supplies.
- Clean and maintain food service equipment and facilities.
- Participate in ongoing professional development.
- Observe safety and security procedures; report potentially unsafe conditions.
- Support Cafeteria Manager in planning, purchasing, food production, record keeping, etc.
- Encourages program innovations.
- Promotes a professional image of the school.
- To support the general philosophy, policy and procedures of St. John's Elementary and High School.
- To maintain confidentiality in personal school matters dealing with the administration, faculty, parents and students.
- To support the position of administration and faculty and maintain a positive attitude toward students, faculty and co-workers.
- Help maintain production sheets properly at the end of each grade level grouping that's served
- Supports Cafeteria Manager and Cashier in communicating with families in regards to lunch account balances.
- Help with ordering all food
- Maintains accurate inventory records. (Daily check of storeroom to see what is needed, verify any food orders being delivered, count milk and orange juice every morning and afternoon)
- Helps identify maintenance needs and prepares work orders.
- Keeps current with technology and other workplace rules and board policies.

- Work with the festival committee to coordinate kitchen and festival dinners.
- Regular attendance is essential for this position
- Performs other related duties as assigned by supervisor

Supervisory Responsibilities

This job has no supervisory responsibilities.

Knowledge, Skills, and Abilities Required

- ServSafe Certification Required. May obtain after employment.
- General knowledge of the preparation, general knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work area; ability to prepare reports; ability to establish and maintain effective working relationships with associates, students and school staff; able to maintain emotional control; the ability to work with others in a close fast paced environment and the ability to address students and staff in a pleasant, courteous manner; must be organized.
- The ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment maintain satisfactory background check throughout employment.
- Ability to identify and resolve problems in a timely manner.
- Ability to maintain confidentiality.
- Ability to communicate well with others.
- Ability to exhibit objectivity and openness to others' views, give and welcome feedback, contribute to building a positive team spirit, build morale and group commitments to goals and objectives, and support everyone's efforts to succeed.
- Ability to follow policies and procedures.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction and take responsibility for your own actions.
- Ability to meet challenges with resourcefulness and generate suggestions for improving work.

Technology Skills

Basic computer skills preferred. Will train.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between St. John the Evangelist Parish and its employees.

Employee Printed Name

Employee Signature Date

Supervisor/Pastor Signature Date