



MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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Assistant Cook in Food Service

All schools

Position summary: Under the general supervision of the Head cook and Food Service Director, the Assistant Cook assists other food service team members in serving students nutritious, sanitary, and appealing meals and snacks. The Assistant Cook also helps to deliver meals to the serving stations and classroom when necessary.

Qualifications:

- Education or equivalent experience in food preparation and service preferred
- Demonstrates knowledge of food service equipment
- Possesses good communication and organizational skills
- Able to keep accurate records and accounts
- Ascribes to Catholic school philosophy
- Bakery experience preferred
- Understanding of computer programs such as Microsoft and Google preferred

Reports to:

- Head Cook
- Food Service Director
- Indirectly; Building Principal

Responsibilities:

- Under the direction of the Head Cook, assists in school food preparation
- Complies with local, state, and federal guidelines for school food service programs
- Keeps work areas organized, safe, and clean
- Assist the Food Service Director with DPI compliance when necessary
- Regularly inspects food service areas to determine where repairs, extra cleaning, etc. are needed
- Receives training when necessary; attends summer classes when necessary and in compliance with state regulations
- Complies with rules and objectives of the school system and Diocese of La Crosse
- Participate in a minimum of 10 hours of mandatory training annually
- Performs all other duties as necessary to the position and as specified by the Head Cook in agreement with the Food Service Director

I have read and understand the above job description:

Employee's Signature

Date

Administrator's Signature

Date