



MCDONELL AREA CATHOLIC SCHOOLS

Est. 1882

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Food Service Assistant

Position Summary

Under the general supervision of the Head Cook and Food Service Director, the Food Service Assistant plays an essential role in supporting the food service team. This position is responsible for preparing and serving nutritious, sanitary, and appealing meals and snacks to students. In addition to food preparation and serving, the Food Service Assistant helps deliver meals to serving stations and classrooms when needed. The position adheres to the school calendar.

Qualifications

- Experience in food preparation and service is preferred.
- Demonstrates knowledge of food service safety and equipment.
- Possesses strong communication and organizational skills.
- Able to maintain accurate records and accounts.
- Supports the philosophy of Catholic schools.

Reports To

- Head Cook / Food Service Director
- Indirectly: Building Principal

Primary Responsibilities

- Assists in school food preparation under the direction of the Head Cook.
- Complies with local, state, and federal guidelines pertaining to school food service programs.
- Maintains organized, safe, and clean work areas.
- Assists the Food Service Director with DPI compliance when necessary.
- Receives necessary training and attends summer classes required to comply with state regulations.
- Adheres to the rules and objectives of McDonnell Area Catholic Schools and the Diocese of La Crosse.
- Participates in a minimum of six hours of mandatory training each year.
- Performs additional duties as required for the position and as specified by the Head Cook in agreement with the Food Service Director.

Competencies

- Commitment to providing excellent service in a faith-based environment
- Dependable and punctual with a strong work ethic
- Demonstrates care and attention to detail in food safety and presentation
- Works effectively as part of a collaborative team
- Maintains a positive attitude and flexibility in a fast-paced environment
- Demonstrates respect, integrity, and alignment with Catholic values