

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Culinary Assistant**

Date: 1/29/20

Location: St. Louis, MO

Department: Food Service

General Summary:

The Culinary Assistant prepares daily meals for all areas of the facility including the main dining room, health care and special events. The Culinary Assistant also ensures all work is completed by all staff throughout the day.

Essential Duties and Responsibilities:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Assist in putting away delivered stock as needed
- Prepare dining areas for meals
- Prepare and serve food for daily meals and special functions according to established menus
- Serve food at the proper temperatures for the established meal times
- Assist in clean-up of kitchen, kitchenettes and dining areas
- Prepare, arrange, deliver, set up and clean up special function items as requested
- Handle food service concerns and supervise food service staff in the absence of the food service supervisor or lead cook
- Follow proper sanitation
- Assist other staff in completing required tasks within the scheduled time
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Assist with paperwork pertaining to special orders/community orders and making adjustments as needed.
- Assist in paperwork of daily job duties and adjustments as needed
- Verifies that all daily/weekly/monthly cleaning tasks are met by all staff
- Have knowledge of all recipes and what is in them for proper ordering
- Takes care of all special guest services
- Assist with appropriate scheduling and make adjustments when/if necessary
- Ensures quality assurance with menu items when necessary
- Assist with proper rotation of food for sanitation purposes
- Attend workshops, in-services and employee meetings as required
- Perform other tasks as assigned by the food service manager

Basic Qualifications:

- High school diploma or GED
- Minimum of one year food service experience
- Previous institutional cooking experience preferred

Knowledge, Skills and Abilities

- Basic understanding of cooking techniques and proper food presentation
- Ability to stand/walk for long periods of time (minimum 6-8 hours)
- Ability to squat and/or bend to floor level frequently throughout shift
- Effective communication skills (able to read and write English)
- Math skills
- Ability to operate and maintain food service equipment
- Coping/flexibility skills
- Ability to accept direction
- Ability to supervise during absence of director
- Understanding of food service sanitation and safety practices
- Ability to work as a team member
- Ability to lift a minimum of 50 pounds
- Basic understanding of specialized diets

Job Type: Full-time 40 hours per week

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403(b) Retirement Benefits, Paid-time-off Benefits & Holiday Pay

If you are interested in this position please complete an application.

If you have any questions contact:

Lindsey Van Beck, Human Resources

Phone Number: 262-787-1024 Email: lvanbeck@ssndcp.org