

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE**

Job Opening: Food Service Aide/Cook

Date: 1/27/2020

Location: Elm Grove, WI

Department: Food Service

General Summary:

The Food Services Aide/Cook performs and completes a variety of food service related duties as necessary and assigned by departmental supervisors. The Food Service Aide/Cook assists the Cook with food and meal preparation and serving of meals. The Food Service Aide/Cook will also be responsible for cooking meals on the weekends and other times as needed. The Food Service Aide/Cook assures that services are provided within the philosophy and mission of the School Sisters of Notre Dame and according to the policies of the facility.

Essential Duties and Responsibilities:

- Assists with serving meals in dining areas.
- Assist in clean-up of kitchen, kitchenettes and dining areas.
- Adheres to departmental safety standards.
- Performs duties as assigned in dish room and pot and pan area.
- Sweeps and mops kitchen, dish room dining room floor and storage area.
- Cleans and sanitizes all equipment at scheduled times.
- Assists with food deliveries, food storage and replenishes stock.
- Prepares and serves salads and desserts as assigned.
- Assists in preparing all food according to the menu, production sheets, and for special functions as needed.
- Supervise food service staff when assigned.
- Adheres to sanitation guidelines and proper food handling techniques in accordance with department standards.
- Trains new employees as assigned.
- Attends and participates in staff in-services and staff meetings.
- The employee will also perform other reasonable related job duties as assigned.

Basic Qualifications:

- Minimum of a high school diploma
- Minimum of 1 year in food service
- Minimum of 1 year experience cooking

Job Type: Full-time

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403(b) Retirement Benefits and Paid-Time-Off Benefits.

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

If you have any questions contact:

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