

**SCHOOL SISTERS OF NOTRE DAME**  
**CENTRAL PACIFIC PROVINCE**  
**Job Title: Full Time Food Service Aide**

**LOCATION:** Mankato

**DEPARTMENT:** Food Service

**GENERAL STATEMENT OF DUTIES:**

Performs the daily operations to meal set up, preparation, meal service and clean up within the food service department. Also assists with the duties needed for set up, service and cleanup of special functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with serving meals in dining areas
- Assist in clean-up of kitchen, kitchenettes and dining areas
- Follow specialized diets for sisters
- After training assist sisters in making proper choices for specialized diets
- Follow all sanitation and safety practices
- Assist in putting away delivered stock as needed
- Prepare dining areas for meals
- Assist other staff in completing required tasks within the scheduled time
- Prepare, arrange, deliver, and set up and clean up special functions items as requested
- Prepare and serve baked goods and salads as needed
- Maintain an orderly and presentable office and work area at all times

**BASIC QUALIFICATIONS:**

- Previous food service experience preferred
- Effective public relation skills
- Ability to stand/walk for long periods of time
- Ability to squat and/or bend to floor level frequently throughout shift
- Effective communication skills (able to read and write English)
- Coping/flexibility skills
- Ability to accept direction
- Ability to work as a team member
- Ability to lift a minimum of 35 pounds

**JOB TYPE:** Full time (64 – 72 hours per 2 week pay period) every-other weekend and holiday required.

**BENEFIT ELIGIBLE:** Yes

**Benefits**

Employer sponsored medical, vision, and dental insurance plans

403(b) retirement plan  
Long and short-term disability  
Life insurance  
Holiday pay (after 3-months)  
PTO

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

**If you have questions contact**

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