

Food Service Aide Job Description

School Sisters of Notre Dame Central Pacific Province

Position Title: Food Service Aide

Department: Food Service

Job Type: Looking for someone to fill our day shift, with occasional evening shifts, 48-56 hrs. bi-weekly, every other weekend and every other holiday.

General Summary:

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

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- 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
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other duties as assigned by the food service director or on-duty cook
- Attend workshops, in-services and Hill employee meetings as requires

Education and Experience

- Previous food service experience preferred

Knowledge, Skills and Abilities

- Effective public relation skills
- Effective communication skills (able to read and understand the English language)
- Coping/flexibility skills
- Ability to accept direction from supervisor
- Ability to work as a team member

- Ability to operate and maintain Food Service Equipment
- Ability to squat and/or bend to floor level frequently throughout shift
- Basic understanding of proper food preparation and food presentation
- Basic understanding of specialized diets
- Math Skills
- Basic understanding of food service sanitation and safety practices
- Ability to lift a minimum of 35 pounds
- Ability to stand/walk for long periods of time

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

If you have any question please contact

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