

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

**Job Opening: Food Service Aide**

**Date:** 4/10/19

**Location:** Elm Grove, WI

**Department:** Food Service

**General Summary:**

The Food Services Aide performs and completes a variety of food service related duties as necessary and assigned by departmental supervisors. The Food Services Aide assists the cook with food and meal preparation and serving of meals. The Food Service Aide 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:**

- Disinfect surfaces of high priority
- Keeps work areas clean.
- Performs necessary tasks when assigned to dining room.
- Returns and puts away all food items from resident room areas, dining room and meeting areas to kitchen.
- 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.
- Attends and participates in staff in-services and staff meetings.
- Trains new employees as assigned
- Prepares salads and desserts as assigned.
- Adheres to sanitation guidelines and proper food handling techniques in accordance with department standards.
- 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

**Job Type:** Part-Time, E.O.W

**Benefit Eligible:** No

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

**If you have any questions contact:**

**Nikole Noe, Human Resources  
Phone Number: 262-787-1026  
Email: [nnoe@ssndcp.org](mailto:nnoe@ssndcp.org)**