

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

**Job Opening: Food Service Aide**

**Date:** 12/16/2020

**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:**

- Keep work areas clean.
- Perform necessary tasks when assigned to dining room.
- Serve meals in the dining areas.
- Return and put away all food items from resident room areas, dining room and meeting areas to kitchen.
- Adheres to departmental safety standards, sanitation guidelines and proper food handling techniques.
- Perform duties as assigned in dish room and pot and pan area.
- Sweep and mop kitchen, dish room dining room floor and storage area.
- Assist in cleanup of kitchen, kitchenettes and dining areas.
- Clean and sanitize all equipment at scheduled times.
- Assist with food deliveries, food storage and replenishing stock.
- Train new employees as assigned.
- Prepare and serve baked goods and salads as needed.
- Assist other staff in completing required tasks within the scheduled time.
- Perform other duties as assigned by the Food Service Supervisor, Administrator, or on-duty Cook.

**Basic Qualifications:**

- Minimum of a high school diploma
- Minimum of one (1) year in food service preferred

**Job Type:** Part-time Hours Available: 6AM-2:30PM, 8AM-4:30PM & 11AM-7:30PM

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

**If you have any questions contact:**

**Lindsey Van Beck, Human Resources**

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