

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

**Date:** 4/5/2022

**Location:** St. Louis, MO

**Department:** Food Service

**General Summary:**

The Food Service Aide performs the daily operations for meal set up, preparation, meal service and clean up within the Food Service Department. The Food Service Aide 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 the 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
- Adhere to sanitation guidelines and proper food handling techniques in accordance with department standards
- 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 function items as requested
- Prepare and serve baked goods and salads as needed
- Follow safety procedures
- Maintain an orderly and presentable work area at all times
- Perform other duties as assigned by the Food Service Supervisor, Administrator, or on-duty Cook
- Attend workshops and in-services as required

**Basic Qualifications:**

- Previous food service experience preferred
- High School Diploma or GED
- Effective communication skills (able to read and understand the English language)
- Coping/flexibility skills
- Maintains the confidentiality of residents, employees and facility information
- Ability to accept direction from the supervisor and work as a team member
- Ability to operate and maintain food service equipment
- Ability to squat and/or bend to floor level frequently throughout the shift
- Basic understanding of specialized diets
- Basic understanding of food service sanitation and safety practices
- Ability to lift a minimum of 50 pounds
- Ability to stand/walk for long periods of time

**Job Type:** Part-time, non-exempt, 25-30 hours per week, day & evening shifts including weekends and holidays

**Benefit Eligible:** 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay (Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits & Life Insurance Benefits if the average hours are 30 per week)

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

**If you have any questions contact:**  
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