

**Gesu Catholic School
Food Service Worker
Job Description**

Job Title: Food Service Prep/Cook/Serve/Cashier

Reports To: Gesu School Principal, Chartwells Food Service Director, and Food Service Coordinator

Summary: Perform cooking duties to prepare meals for students of Gesu School. Prepare nutritional and appetizing meals and à la carte selections to the school as specified. Rate of pay is \$16/hour without benefits for a maximum of 19 hours/week during the school year.

Essential Duties and Responsibilities:

- Preparation of high-quality food items according to standardized recipes or instructions in a fast, efficient manner in order to meet production, delivery and service schedules.
- Serve meals or prepare for delivery at times, using correct portioning, meeting USDA minimum standards and ensuring that food is at the correct temperatures and is attractive and tasty. Store leftovers following safe food handling procedures.
- Use established cash and ticket collection procedures during service. Responsible for cash and records from area worked during service periods.
- If applicable, operate the point-of-sale system (Meal Magic)
- Clean kitchen after preparation and serving, maintaining high standards of cleanliness and storing excess food properly.
- Keep refrigerators and storerooms clean and neat. All food and supply items are to be stored properly.
- Operate and maintain kitchen equipment as instructed.
- Assist in production planning, record keeping and reporting as required.
- Order supplies and food needed for area of responsibility. Assist in ordering and receiving of all food and supplies.
- Follow correct procedures for safety and sanitation at all times.
- Report needed maintenance, faulty equipment, or accidents to the Food Service Director immediately.
- Attend in-service and/or safety meetings as required.
- Work effectively and maintain good working relationships with co-workers, school personnel, administrators, students, parents and Chartwells Food Service Director.
- Maintain clean and safe work environment; ability to perform job safely.
- Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience: High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, understand and speak basic English to perform essential functions of the job. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one to customers and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, climb or balance, and talk or hear. The employee must frequently lift and/or move up to fifty pounds.

Work Environment: The work environment characteristics described here are representative of those that an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly exposed to moving mechanical parts, fumes or airborne particles, and vibration. The noise level in the work environment is usually somewhat loud.

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs or technical developments).

To apply: Please send a resume/credentials to James Hart, Gesu Director of Operations at hart.j@gesudetroit.org.