

ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

Cafeteria Cook

I. IDENTIFYING INFORMATION

Position Title: Cafeteria Cook
Location: Our Lady of Providence High School
Status: Part Time
FLSA: Non-Exempt
Reports to: Cafeteria Manager
Supervises: none

II. PRIMARY FUNCTIONS

To prepare and cook hot meals in the cafeteria on school days for high school students. Following the National School lunch program guidelines, prepare healthy and tasty items with cafeteria staff assistance under the supervision of the cafeteria manager and assistant manager.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

1. Prepare hot food and additional as needed during lunch
2. Record cooking temperatures and temperatures of all refrigerators and freezers
3. Monitor food quality
4. Check serving line temperatures
5. Evaluate leftovers and put food away at day's end, using correct time and temperature procedures
6. Record production numbers
7. Assist in monitoring inventory levels
8. Prep as needed for the next day
9. Clean and sanitize all work stations, carts, and sinks
10. Be willing to assist with other staff positions during staff shortages
11. Committed to constant improvement and efficiency and open to suggestions from other staff
12. Other duties as necessary to ensure efficient functioning of the School Cafeteria

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Food preparation and cooking skills
2. Good organization and planning skills
3. Ability to organize and manage workload to meet deadlines
4. Good interpersonal skills
5. Self-motivated. Ability to work with minimal supervision
6. Ability to handle multiple projects and priorities simultaneously
7. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required
5. Previous cooking experience in school preferred

V. WORKING ENVIRONMENT

- A. School kitchen with hot appliances and cold freezers, often busy atmosphere to achieve deadlines for school lunch times.
 - 1. Physical demands- Standing, bending, stretching, walking, and occasionally lifting up to 40 lbs.
 - 2. Must be able to read and understand spreadsheets, recipes, and food labels, appliances, and other items related to this position
 - 3. Must be able to process and maintain documentation
 - 4. Must be able to communicate effectively with staff and vendors

Date of job description: 12/2022

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____