**ARCHDIOCESE OF INDIANAPOLIS**

**JOB DESCRIPTION**

**Food Service Associate**

1. **IDENTIFYING INFORMATION**

Position Title: Food Service Associate

Location: St. Luke Catholic School

Status: Part-Time

FLSA: Non-Exempt

Reports to: Cafeteria Manager

Supervises: n/a

1. **PRIMARY FUNCTIONS**

Assists cooks and other cafeteria staff in food preparation, cafeteria setup and cleaning under the direction of the Cafeteria Manager within the cafeteria and kitchen of St. Luke Catholic School.

1. **POSITION CONTENT**

**MAJOR RESPONSIBILTIES AND REGULAR ACTIVITIES/Essential Functions**

1. Assistant in preparing and providing meals in a timely manner, in accordance with school schedule.
2. Collaborate with the Cafeteria Manager in meal planning and service for school.
3. Follows established guidelines for food safety, nutrition, and food preparation.
4. Respond with openness to feedback from Principal, Cafeteria Manager, and staff.
5. Maintain cleanliness and maintenance of the kitchen, snack areas and dining room facilities, particularly meeting health code requirements in the absence of the Cafeteria Manager.
6. Assist in receiving and putting away all vendor deliveries, keeping all storage areas orderly, neat, and clean.
7. Report maintenance needs to the Cafeteria Manager.
8. Clean and wash dishes as needed.
9. Follows kitchen and food pantry policies and procedures.
10. Performs other duties as assigned to ensure the functioning of the kitchen.
11. **POSITION SPECIFICATIONS/REQUIREMENTS**
12. **SKILLS, KNOWLEDGE, AND/OR ABILITIES**
13. Knowledge of food planning and preparation.
14. Knowledge of nutrition and dietary standards.
15. Strong verbal and written communication skills.
16. Well-developed interpersonal skills.
17. Excellent organizational skills and ability to prioritize responsibilities.
18. Ability to organize and manage workload to meet deadlines
19. Good interpersonal skills
20. Self-motivated. Ability to work with minimal supervision.
21. Ability to handle multiple priorities simultaneously.
22. **EDUCATION, TRAINING, AND/OR EXPERIENCE**
23. A high school graduate or its equivalent is required.
24. Previous experience work in the food service industry preferred.
25. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct.
26. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training.
27. Background screening required.
28. **WORKING ENVIRONMENT**

While performing the duties of this job, ongoing standing, bending, stooping, lifting, and reaching is required. This job requires being on your feet for the duration of the work shift. The employee must frequently lift or move objects up to 20 pounds and occasionally lift or move objects up to 50 pounds. Work is performed in setting with medium to high noise level. Exposure to cleaning chemicals and various temperature changes. The employee can expect to work with hot and cold equipment.  Exposure to common food allergens.  Flexible start and end time, depending on menu.

*The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position.  Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.*

Date of last revision:

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.

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| --- | --- |
| Employee Name: |  |
| Employee Signature: |  |
| Date: |  |