**JOB DESCRIPTION**

**STELLA MARIS ACADEMY**

|  |  |
| --- | --- |
| Job Title: | Kitchen Helper |
| Department: | Stella Maris Academy |
| Reports To: | Cook |
| FLSA Status: | Non-Exempt |
| Prepared By: | Cynthia Zook/Mary Rasch |
| Prepared Date: | 7/10/2017 |
| Revised Date: |  |
| Work Schedule: | 2 Hours/Day |

**SUMMARY**

Assists with food preparation and distribution while maintaining quality standards, safety, sanitation and cleanliness.

The kitchen helper must visibly model the values and principles of the faith through assisting in facilitating an environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

**CONTEXT**

This position is an extension of the Bishop’s ministry. The incumbent must have a willingness and the ability to support the school and the Mission of the Universal and Local Roman Catholic Church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work collaboratively in a positive, friendly, and professional manner with all employees, students, parents, volunteers and contacts
2. Notify cook of any identified hazards in the daily operation of the kitchen
3. Prepare and serve food according to policies, current standards and appropriate allotments/proportions
4. Maintain the kitchen facilities according to all safety and health standards
5. Help maintain a clean kitchen, freezer, refrigerator, ovens, and pantry
6. Maintain physical and information security at all times; respect confidentiality/privacy
7. Maintain all protocols for a licensed kitchen
8. Lend assistance to other staff as needed
9. Attend and/or complete training as directed
10. Perform other duties as assigned

**GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position. Must work collaboratively and provide courtesy to fellow employees, parishioners, students, parents and the general public. Must be a self-starter and well organized having the ability to prioritize and perform multiple tasks simultaneously. The incumbent must be organized, punctual and reliable.

**SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

**QUALIFICATIONS**

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

**EDUCATION and/or EXPERIENCE**

1. Experience working in related work preferred

**LANGUAGE SKILLS**

Must possess good communication skills and interpersonal skills.

**OTHER EXPERIENCE/SKILLS**

1. Successfully pass a criminal background check

**CERTIFICATES, LICENSES**

ServSafe® Certificate

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, reach, bend, stoop, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is an industrial kitchen in a traditional school setting. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment and temperature changes due to freezers, refrigerators, and may have exposure to outdoor elements in receiving area.

**ACKNOWLEGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

 Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_