



Job Description
Food Service – Cook – Assistant
Newman Catholic Schools (NCS)

Title: Food Service Assistant

Reports to: Direct Supervisor - Administrator, Food Service Coordinator
Indirect Supervisor – Head Cook

Qualifications and Expectations

- Support the vision, mission, and beliefs of Catholic education
- Minimum - high school graduate or equivalent
- Minimum - (2) years of prior experience in quantity food preparation or equivalent
- Follow and give oral and written instructions
- Possess the physical ability to do the necessary work
- Ability to adjust to a variety of unplanned situations, flexible
- Motivated to seek professional improvement
- Work as head cook in his/her absence if needed

General Duties

Food Production and Service

- Follow the daily work schedule and all directives as assigned by head cook and/or administrator
- Assist in preparation and service of all foods for the school lunch program
- Execute high food quality standards.
- Use proper food handling techniques to ensure acceptable sanitation standards are met
- Perform tasks at acceptable and standard speed so as to keep the facility operating efficiently
- Follow the published menu unless instructed otherwise.
- Maintain and exceed standards for production, facility maintenance, safety and sanitation set forth and directed by local and state regulatory agencies and/or NCS
- Serve meals with speed, efficiency, and in a pleasant and congenial manner
- Be knowledgeable of the meal pattern requirements of HHFKA. Serve required portion sizes as directed by standards.
- Strive for the continual improvement of the food program
- Inform his/her supervisor of any inconsistencies in food, deliveries or equipment

Dress Code

- Clean, washable uniform-type clothing required. Jeans are not allowed unless it is allowed for all staff such as on a special themed dress day.
- Short sleeved shirts are preferable, long-slug fitting sleeves that remain “pushed-up” will be allowed
- Comfortable, low-heeled shoes with good support (white shoes not required)
- Minimum amount of jewelry and make-up
- Proper hair restraint for both head and face (if needed) such as hair or beard net or cap must be worn at all times
- Nail polish may not be worn
- Aprons and gloves must be worn as required by safety and sanitation regulations

Physical Requirements

- Present a neat and clean appearance
- Must be able to reach and handle food service equipment and work with near visual acuity frequently
- Must be able to stoop and crouch occasionally, and also be able to hear, taste and smell
- Must be able to work in a very warm environment and in refrigerated and freezer units for short periods of time (one to two hours) with proper clothing and protection

- Must be able to lift or move heavy objects, 50-80 pounds
- Must be able to stand during entire shift if needed

Professional Development

- Attend all scheduled meetings, trainings, and workshops as assigned including those offered by DPI, SNA, NCS, to meet required staff development hours
- Maintain membership in School Nutrition Association (SNA)
- Know all Hazard Analysis Critical Control Point (HACCP) regulations
- Set goals for professional improvement and strive to improve performance annually

Other Duties

- Complete necessary background checks, health checks and data sheets as required for hiring
- Perform other duties not listed above as assigned by the NCS President, Food Service Coordinator or designee
- Follow all expectations, procedures and policies as listed in the NCS Employee Handbook, Parent Handbook and all other applicable NCS or diocesan handbooks

Work Hours

This is an hourly, year-round position. Work hours will be authorized and assigned by an authorized NCS administrator.

I have received and read a copy of the Assistant Cook Job Description.

Employee Name: _____

Date: _____

Employee Signature: _____

Supervisors Signature Name: _____

Date: _____