



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

ASSISTANT COOK

REPORTS TO: Food Service Director and Head Cook

JOB RESPONSIBILITIES:

The Assistant Cook is a part-time position. This person will work approximately 10 hours per week during the school year. The Assistant Cook will assist in preparing and serving quality food to students in a quick and pleasant manner. Primary responsibilities will be at Regis Middle/High School but may be asked to work at other locations as needed.

Physical Demands: Continual standing, walking, pushing and pulling, frequent stooping, bending, lifting (up to 50 lbs.) and carrying. Moderate exposure to extreme hot and/or cold temperatures.

1. Perform all duties assigned by the Head Cook.
2. Assist in the preparation and cooking of a meal as determined by the Head Cook.
3. Responsible for the nutrition, sanitation, and services for the hot lunch program.
4. Maintain safe food handling standards.
5. Assist with special events.
6. Help dish up and serve meals.
7. Set up supplies and break down serving lines.
8. Ensure sanitation and cleaning are demonstrated when serving.
9. Wash dishes and keep kitchen area clean.
10. Demonstrate proper use and care of equipment.
11. Demonstrate a cooperative manner, a willingness to work where needed, and assistance until assigned jobs are completed.
12. Contribute to positive interpersonal and interdepartmental communication.
13. Deal with crisis or problem situations in a calm, tactful, professional manner.
14. Demonstrate support of fellow employees and administration through actions and comments.
15. Attend meetings, workshops, conventions and training sessions when needed.
16. Confidentiality of RCS matters is required.
17. Comply with Diocesan and RCS regulations and policies.
18. Complete other duties as needed to ensure quality food service to students in our Catholic schools.

The foregoing statements describe the general purpose and responsibilities of the job and not an exhaustive list of all responsibilities, duties and skills that may be required.

Assistant Cook

Date

Food Service Director

Date