



De La Salle North Catholic High School

Job Description

Job Title: Sub Kitchen Assistant
Reports To: Food Services Manager
Classification: Non-Exempt/Part-Time

Essential duties and responsibilities include, but are not limited to:

- Assist in the preparation and cooking of high-quality meals for students and staff.
- Maintain high standards of food hygiene at all times.
- Ensure supplies are stored in accordance with domestic and catering standards.
- Maintain daily contact with staff and pupils at the school to ensure a quality service is maintained.
- Maintain knowledge of health and safety and good hygiene practice in the kitchen and dining areas.
- Assist with the packing of meals for transport.
- Switch off all appliances not in use. Allow to cool and prior to cleaning them.
- Wash up all pans and cooking containers.
- Wash all dirty dishes and appliances
- The cleaning of all equipment and surfaces up to a height of 11 feet above floor level where suitable equipment is provided for safe working (ie. long handled brushes, mops, sponge mops where available.)
- Alert Kitchen Manager of any defects or Health and Safety issues as soon as they arise.
- Cover for Kitchen Manager in event of emergency or unplanned absence.
- Other duties as assigned by Kitchen Manager.

ADA Compliant list of Physical Requirements:

- Must be able to frequently remain in a stationary position.
- Must be able to frequently operate a motor vehicle in accordance with state regulations.
- Must be able to move frequently about office/classroom to access file cabinets, office machinery, etc.
- Must be able to frequently operate a computer and other office productivity machinery, such as calculator, copy machine, computer printer, etc.

- Must be able to occasionally ascend/descend a ladder to service lights, ceiling fans, etc.
- Must be able to frequently position self to maintain computers and other office equipment, including under desks/in server closet.
- Must be able to occasionally communicate with students/parents/other staff.
- Must be able to frequently move food/ equipment weighing up to 25 lbs.
- Must be able to work occasionally in outdoor weather conditions.

Preferred qualifications:

- Bi-lingual in Spanish is helpful.
- Experience interacting with teenagers.
- Must have reliable transportation.
- Food Handler's Card (can be obtained after hire).

Compensation: \$14/hour.

- **TO APPLY:** Please see our website at www.delasallenorth.org for this job posting and apply directly from there. Start date is 9/6/2016. Position open until filled but looking to fill immediately. Successful completion of background check, child abuse prevention (Called to Protect) training & obtaining food handler's card within 2 weeks of hire (if not already) is a condition of employment.

