



Holy Redeemer School
501 South Whitney St.
Marshall, MN 56258
Phone: 507 532-6642
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POSITION DESCRIPTION

Date: April 23, 2021

I. JOB TITLE: Cafeteria Cook

- A. **Hours:** Part-time, 25 hours per week (10 months or approximately 175 School Days).
 - 1. Work schedule to follow that set by Holy Redeemer Catholic School.
 - 2. Additional Attendance at special events may require evenings and weekends.
- B. **Benefits:** Employee Benefits shall be those selected by the employee as customarily provided by the employer. Further information is available in the specific benefits documentation.
- C. **FLSA:** Non-Exempt
- D. **Reports to:** Head Cook
- E. **Direct Reports:** None
- F. **Provides work direction to:** Volunteers
- G. **Receives work direction from:** Head Cook, Pastor and Principal
- H. **Resource Person to:** None

II. PURPOSE OF POSITION

To provide students and staff with healthy nutritious meals and snacks in accordance with the school's Wellness Policy, federal and state nutritional guidelines, and abide by the safety procedures as outlined by federal, state, and county programs. Work should reflect the school/parish mission statement.

NOTE: The responsibilities listed below are representative of the job and are not inclusive. **Those preceded by an asterisk * are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

III. CHURCH EMPLOYMENT RESPONSIBILITIES

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** Reasonable accommodation for the religious practices of employees not of the Catholic faith will be provided.

IV. REPRESENTATIVE RESPONSIBILITIES

- * Help create a productive, positive, and harmonious work environment.
- * Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all responsibilities are taken care of in a professional and timely manner.

Regular Duties (Include but are not limited to....)

- A. * Be present in the building and remain on the school grounds each work day within the scheduled timeline.
- B. * Demonstrate effective and appropriate food handling and equipment usage.
- C. * Maintain appropriate conduct in the cafeteria/kitchen and throughout the school.
- D. * Maintain a positive, safe and healthy learning environment.
- E. * Assist in food preparation, serving and clean up.
- F. * Be able to attend school-parish related activities outside of regular scheduled time that are required by the administration.

Administrative Responsibilities

- A. * Record data as required by head cook.

Professional Responsibilities

- A. * Share (with colleagues) information from professional development opportunities.
- B. * Attend in-service training and workshops, classes and food shows, as required.
 - 1. Complete 6 hours of yearly training through the Minnesota Department of Ed.
- C. * Participate on Accreditation Self-Study Committees, as needed.
- D. * Reinforce Catholic educational identity to school/parish/local committees.
- E. * Conduct behavior that is respectful, professional and collegial.
- F. * Review annual policy, and safety guidelines.
- G. * Demonstrate professionalism.

Attend Meetings

- A. * Attend all required meetings and any meetings deemed necessary by the principal or pastor.

Organizational Goals

- A. * Must demonstrate a willingness to embrace the school and parish business, strategic and ministerial objectives, and show full cooperation with their implementation.
- B. * Be knowledgeable and supportive of the Catholic School mission and philosophy.
- C. * Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.

Other Responsibilities

- A. Includes other responsibilities identified as needed by the employee and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. More detailed listings of duties and tasks are outlined in supplemental documents, such as policies.

V. COMPETENCIES

- A. Work effectively and collegially with others.
- B. Work well with others maintaining a positive and helpful attitude even in chaotic times.
- C. Ability to make decisions.

- D. Well organized.
- E. Proper social skills.
- F. Ability to work without supervision.
- G. Ability to learn and implement new ideas.
- H. Ability to take direction from the supervisor and effectively complete procedures as directed.
 - I. Capability to keep supervisor and others appropriately informed.
 - J. Able to follow instructions and be able to complete tasks within appropriate timelines.
 - K. Able to follow recipes to create nutritious meals and snack daily for students and staff.
 - L. Must have the ability to plan, organize and meet deadlines.
- M. Possess ability to recognize and maintain confidentiality.
- N. Must be able to keep information confidential and have integrity and honesty.
- O. Communicate effectively with teachers, staff, administrator, principal and parish community.
- P. Ability to problem solve and deal with conflict and adversity.

VI. MENTAL DEMANDS

- A. Remain calm in even a hectic and chaotic environment.
- B. Remain calm when dealing with a conflict or dispute.
- C. Work under timeline pressures to create meals and snacks daily.
- D. Complete preparation of various types of foods at one time.

VII. PHYSICAL DEMANDS

- A. Meet the physical demands of the food service program including the list below.
- B. Able to speak, see, hear, and respond to students, staff, and parents at all times.
- C. Able to move around and stand for long periods of time.
- D. Able to bend, kneel, stretch and reach above head at times.
- E. Able to walk up and down stairs.
- F. Lift, carry and move using proper techniques up to 30 pounds.

VIII. WORK ENVIRONMENT

- A. Kitchen and cafeteria area of school.
- B. Possibly in another location of the school if needed.
- C. May be warmer temperatures due to stoves and equipment.
- D. Working with hot stoves and sharp equipment.

IX. JOB QUALIFICATIONS

- A. High school degree or equivalent.
- B. Exhibit knowledge of food service programs or be willing to learn.
- C. Have knowledge of and use safe food handling techniques.
- D. Must demonstrate evidence of good organizational and management techniques.
- E. Must have proficiency in technology skills as the position demands.
- F. Pass background check and be VIRTUS trained.
- G. Pass the required physical exam.
- H. Possess good people and learning skills.

X. EEO STATEMENT

Church of the Holy Redeemer is committed to creating a diverse environment and is proud to be an equal opportunity employer. All employment decisions are based on the church needs, job requirements and individual qualifications. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, familial status/pregnancy status, marital status, sexual orientation, national origin, genetic information, disability, age, veteran status, status with regard to public assistance, membership or activity in a human rights commission or any other protected status. Church of the Holy Redeemer complies with applicable federal, state and local laws governing non-discrimination and non-harassment in employment. At the same time, we cherish our right and duty to seek and retain personnel who will make positive contributions to our religious character, goals, and mission. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

EMPLOYEE:

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization’s needs change, my job description will also change.

Signature of Employee

Date

SUPERVISOR:

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature of Supervisor

Date

Hire Date: _____