



## **Saint Brigid Catholic School Cook**

**Title: Cook**

**SUPERVISOR: Food Services Director**

**STATUS: Part-time, 15 hours per week**

### **I. GENERAL DESCRIPTION**

The Cook shall prepare, prep, cook, bake and heat a variety of food from fresh, frozen, canned or dry goods according to specified directions and in accordance with SafeServe processes and regulations.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the preparation of daily food.
- Be aware of and Comply with Safe Serve practices and food service regulations
- Be responsible for the cleanliness and proper storage of all equipment and the proper handling, serving and storage of all foods.
- Be responsible for the cleanliness of the kitchen.
- Prepares, produces, heats, cooks, bakes and serves a variety of foods specified by the designated menus.
- Operates kitchen equipment in accordance with SafeServe practices.
- Assists in the monitoring, reduction, and management of food waste.
- Operates dishwasher and assists in cleaning and sanitizing pots, pans, and kitchen utensils.
- Performs daily, weekly, and monthly deep cleaning of the kitchen.
- Performs related duties as assigned.

### **III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- *To whom the position reports : Food Services Director*
- *Essential contacts and working relationships: Business Manager, Pastor, Knights of Columbus and Funeral Luncheon Coordinators*

### **IV. WORKING CONDITIONS**

*Work is performed in a commercial kitchen during weekdays and some weekends. The cook must assist in preparing, serving and cleaning the kitchen according to statute and to contribute to the positive atmosphere of the school.*

### **V. QUALIFICATIONS & SKILLS**

(1) Must have or be willing to complete SafeServe training. (2) Must have knowledge of large quantity meal preparation and cooking

**Experience:** Preferred but not required

**Job Related Skills:** Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **WORKING CONDITIONS**

**Hours of Work:** Typical work schedule is 9:30 AM- 12:30 PM, M-F

**Nature of Work:** Cafeteria/Kitchen

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be able to speak and/or stand for an extended period.
- Regular, reliable attendance is required.

## **ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check.
- Must be fingerprinted.
- Must have positive references or recommendations.

PARISH OFFICE: 207 ASHMAN STREET, MIDLAND, MICHIGAN 48640-5185 (989) 835-7121

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SCHOOL OFFICE: 130 W LARKIN ST., MIDLAND, MICHIGAN 48640-5151 (989)835-9481  
WWW.STBRIGID-MIDLAND.ORG

- Additional skills testing and validation may be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor's to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_