**St. Mary School Cook Job Description**

**Work Schedule:**

* Monday through Thursday 9:00-1:00
* Will follow school calendar. No summer hours.

**Position Qualifications:**

* High school diploma or equivalent
* Basic mathematics, communication and computer skills
* Food preparation experience or training
* Be able to lift a minimum of 25 pounds on a consistent basis
* Be able to withstand being on their feet for a minimum of 5 hours

**Special Requirements of the Position:**

* Ability to plan and organize the workload to remain within the scheduled work time
* Prepare a monthly school hot lunch menu
* Ability to work independently with minimal supervision
* This is a 4-hour shift, therefore, there are no paid breaks
* Purchase food using Sysco and SCRIP cards for the month. Receipts must accompany a $0 balance on the card (ex: a $100 card must have $100 of receipts)
* All Sysco purchases and card distributions MUST be approved by the principal prior to purchase or being given out
* Remain within the allotted budget
* There will be two hours added to your time card each week for shopping
* Responsible for keeping the cooler, freezer, pantry and kitchen sanitary, neat and organized
* Wash/clean all dishes and workspaces used after each meal
* Sweep kitchen floor and cafeteria under all lunch tables after each meal
* Ability to accurately count, record, and keep a food item inventory to eliminate unnecessary waste of food

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Employee Signature Date

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Principal Signature Date

Revised 5.3.23