



Food Service Prep Assistant & Dishwasher

Newark Catholic High School

Position: Part Time

Reports To: Cafeteria Manager

Job Overview:

The Food Service Prep Assistant & Dishwasher will have varying responsibilities within the cafeteria and kitchen including but not limited to helping to prepare lunches, serving lunch, cleaning up after lunch and washing dishes, operating and maintaining the dishwasher, stock and deliveries, working with service volunteers, and any other duties as assigned by the Cafeteria Manager.

You will be working in a Catholic School with young children: appropriate dress code, conduct and language is required by the Newark Catholic Handbook. No vaping/smoking/tobacco use of any kind is allowed on the school grounds.

Core Job Responsibilities:

- Follow the rules and regulations set by the Board of Health and the steps for safe and proper handling of food and equipment. Constant training will be required to maintain a safe kitchen environment.
- Rinse and wash all dishes thoroughly as needed throughout the shift
- Operate, maintain, and monitor the dishwasher unit daily (checking temperatures and logging them) and clean the dishwasher and station on a daily basis. Completely deep clean and inspect the unit daily as it is required for proper operation
- Weekly de-lime of dishwasher unit
- Preparation of food for the cold line including but not limited to: making sandwiches, prepping vegetables/fruits, assembling salads, vegetables, rolling/baking/bagging cookies, restocking pantry items and refrigerated items, as well as assembling PB&J sandwich lunches daily
- Monitoring inventory for cold line related items and informing the Cafeteria Manager of any items that are low in stock, damaged and/or out of stock.
- Assist the Cafeteria Manager with:
 - setting up the cold line each morning or as needed
 - being cross trained on both the hot lunch line and cold lunch line registers
 - restocking, plating, serving and cleaning
 - product deliveries
 - helping to train or set up service volunteers

- Deep cleaning of kitchen at specified times and in compliance with local Health Code requirements

Requirements:

- You must be fingerprinted—both FBI/BCF and attend in person the Diocesan course Protecting God's Children (PGC) Workshop prior to your start date. We will help with scheduling.

Qualifications:

- Great attention to detail is a must when safely handling food and allergen items to limit cross contamination.
- This position requires standing for long periods of time, physical strength and the ability to lift 40 pounds repeatedly.
- Prior experience in educational setting is a plus
- Capable of working with varying personalities in a fast-paced environment.
- 18 years of age or older

Starting Wage: \$15.50/hr

Benefits:

- Not benefits eligible as this is a Part Time position
- Student tuition discount available for NCHS students

Required Work Hours:

11:00-2:00 *Monday through Friday, August through May (hours depending on menu, deliveries, and school schedule changes) *All staff are to leave together as a team at the end of every shift once all duties are completed and all equipment is shut-off, cleaned and secured. Occasional days may require staying later than the normal shift window to complete all tasks. (i.e. 2-hour delays, Mass bell schedule, etc.)

Application Process:

Interested candidates are encouraged to submit a resume and cover letter detailing relevant experience and explaining their interest in the position. Submit applications to Principal Tom Pickering at tpickering@newarkcatholic.org