



SERVITE HIGH SCHOOL

KITCHEN LINE COOK- JOB POSTING

Servite High school is a college preparatory High School located in beautiful Orange County, California. Offering a world class academic curriculum, we help make a better world by forming the next generation of leaders with the knowledge, character and wisdom for success in college and life.

Reports to: The Kitchen Managers and Manager of Kitchen/Retail Operations

Position: Non Exempt; part time 15-20 hours weekly

Standard Wage: \$11/ hour

Supervisory Responsibilities: No

SUMMARY

This position is primarily responsible for preparing meals for students, visitors, and staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core duties and responsibilities include the following. *Other duties may be assigned.*

- Strict adherence to recipe book, menu and number of persons to be served during service
- Able to adapt recipes for menu use
- Skilled in preparation of diverse food items and different cuisines
- Follow instructions from Kitchen management exactly
- Strict understanding and adherence to portion control.
- Prep and prepare most menu items from scratch.
- Possess skills in garnishing food preferred
- Skilled in various cooking methods and uses of Kitchen equipment
- Well versed in knife skills and knife safety
- Knowledgeable of meat and poultry cuts. (desired) Able to complete basic butchering (desired)
- Maintain a positive and professional approach with all co-workers and volunteers
- Wash dishes, pots and pans from station
- Maintain the cleanliness, safety and availability of the ingredients in the Kitchen.
- Have knowledge of food safety, safe food processing and preserving of raw food products
- Must work under pressure and extended hours of standing
- Maintain good hygienic practice
- Possess patience and love for the work
- Directs activities of one or more workers who assist in meal prep.

QUALIFICATIONS/EDUCATION

- High school education required
- Mastery of basic cooking skills required
- Proven record of line cook experience of minimum 6 months to 1 year preferred
- Safe food handling certification, completed within 30 days of start date

COMPETENCIES:

- Customer service-manages difficult situations; responds promptly to conflict
- Interpersonal skills- Focuses on problem solving; keeps emotions under control
- Oral communication-speaks clearly and persuasively
- Written-writes clearly and informatively
- Diversity-Shows respect and sensitivity for cultural differences; promotes a harassment-free environment



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- Ethics-Treats people with respect
- Motivation-Sets and achieves challenging goals
- Planning-Plans work activities efficiently
- Quality-Demonstrates accuracy and thoroughness
- Quantity-Works quickly and in a timely manner
- Safety and Security-Observes safety and security procedures
- Adaptability-Adapts easily to changes in the work environment.
- Attendance-Arrives on time and consistently.
- Dependability-Follows instructions, responds to management directions; completes tasks assigned

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to present information in a one on one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to stand; walk; use hands to finger, handle or feel and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must regularly lift and or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme heat; fumes or airborne particles; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts, extreme cold; electrical shock and vibration.

The noise level in the work environment is usually moderate to loud.

To apply submit a cover letter and resume, which includes a listing of at least three current references, and your current contact information to our Manager of Kitchen/Retail Operations, Tupou Pauu at tpauu@servitehs.org.

Satisfactory completion of a criminal history background check and fingerprinting is required. Servite is an EEO/AA employer.