

# Food Services Assistant

## Bishop Neumann

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Reports to: Food Service Director, CAO – Bishop Neumann  
Salary Range: Based on experience

Date: February 2025

### **JOB SUMMARY:**

- Bishop Neumann exists to provide a Catholic education to residents of Wahoo and the surrounding area. The food services assistant is responsible for all meal preparation, cooking, serving, and clean up duties for Bishop Neumann Catholic School.

### **DUTIES AND RESPONSIBILITIES:**

- Demonstrates commitment to the mission of Bishop Neumann High School and endeavors to support that mission in the daily work
- Meal preparation, cooking, serving, and clean up; approximately 25-30 hours per week
- Transporting supplies
- Paperwork associated with lunch program
- Must be able to lift 50lbs, and clean to food preparation standard.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding interpersonal, written/verbal communication, and organization skills
- Ability to interact effectively with a variety of volunteers and work successfully on a team
- Must be able to work collaboratively, prioritize tasks, and meet schedule deadlines

### **CREDENTIALS AND EXPERIENCE**

- Preferred experience in food services industry and possible certification with National Food Program
- Have knowledge of best practices in the field and be self-motivated, hard-working, and enjoy children.

### **TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with kitchen work
- Exposure to the operation of standard commercial kitchen equipment.
- Might be needed to drive to various locations as required (valid driver's license required)
- Might be needed to use computerized cash register for recording of student charges.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.