



## Part-time Dietary Assistant

### Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at [www.summitcds.org](http://www.summitcds.org).

We are seeking a **Dietary Assistant** to work in our school's cafeteria Monday through Friday 9:00am – 1:15pm during the academic year. This person will be responsible food preparation and handling for all divisions. This position can start as soon as August 17, 2020.

### Responsibilities:

- Prepare faculty, staff, students and visitors attractive and nutritious meals in an atmosphere of efficiency, cleanliness, and warmth.
- Monitors the use of products and supplies to control costs and reduce waste. Advises the Food Service Manager about the need for additional supplies.
- Prepares the quantities of each food to be prepared daily according to a planned menu using tested and uniform recipes, which is determined by the Head Cook.
- Follows approved food safety procedures.
- Complies with all Federal, state and local laws and regulations for the storage, use and disposal of trash, rubbish, waste and hazardous material.
- Ensures complete cleanliness and sanitation of all dishes, pots, pans, utensils, trays, work area, etc.
- Maintains temperatures and chemical levels as outlined by provided standards.
- Keeps dish room orderly and in compliance with safety standards.
- Sweeps and mops kitchen floors.
- Removes trash and places it in designated containers.
- Helps load and unload supplies and product.
- Performs other duties as assigned and cross trains as needed within department.
- Other duties as assigned.

### Qualifications:

- High School Degree/GED required.
- Must be able to prep food according to the Board of Health standards.
- Ability to communicate clearly and be willing to work together as a team member to create a positive, enthusiastic and friendly work environment.
- Highly accountable, reliable, and prompt, with a strong positive work ethic.
- Must be able to work under pressure in a fast-paced environment.