



## **Kitchen Staff Position Description**

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of **COMMUNITY, FAITH, SERVICE & RESPECT**, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### **GENERAL SUMMARY**

Cotter Schools is seeking part-time **Kitchen Staff** to ensure that our students receive highest quality meal service experience. Kitchen staff are responsible for keeping the kitchen and dining areas clean, organized and running efficiently.

## **RESPONSIBILITIES & DUTIES**

- 1) Preparing large quantities of food for cafeteria meal service needs alongside the Lead Cook and other kitchen team members.
- 2) Managing the point of sale process at the lunch line to ensure meal patterns are followed and recorded properly to family lunch accounts.
- 3) Cleaning all dishes, workstations, dining room surfaces, cooking equipment, and food storage areas in accordance with food safety regulations.
- 4) Washing, chopping, shredding, and grating ingredients as needed for meal preparation.
- 5) Sweeping and mopping floors, as required.
- 6) Assisting with the unloading of deliveries.
- 7) Storing ingredients according to prescribed food safety regulations.
- 8) Assisting with the monitoring of inventory.
- 9) Reporting all damaged or faulty equipment to the Food Service Director.
- 10) Other duties as assigned or necessary to the successful operation of the Cotter food service program.

## **QUALIFICATIONS AND SKILLS**

- Knowledge of the receiving, preparation, storing, cooking and serving of food in large quantities.
- Knowledge of kitchen sanitation and safety procedures used in food handling and in the cleaning and care of utensils, equipment and work areas.
- Exhibit professional behavior and promote positive relations with staff and students
- Demonstrate effective communication skills.
- Excellent organizational, time management and multi-tasking abilities
- High school diploma with some food service experience preferred
- Experience in using cutting tools, cookware and bakeware
- Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
- Ability to follow directions and all sanitation procedures
- Ability to work on a team

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee is required to be on his/her feet for extended periods. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and waist more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as crates, bags or cartons of canned food or fresh produce. The employee will sometimes push/pull items such as tables, or bulk food carts.

## **BENEFITS**

- Job Type: Part-time Non-Exempt
- This is an hourly position with a work schedule aligning with the academic calendar
- Daily schedule of 7:00AM – 2:30 PM with a 30-minute lunch break.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education & childcare

## **TO APPLY**

Please send an e-mail with a resume and cover letter to:

**Vickie Speltz**  
[vspeltz@cotterschools.org](mailto:vspeltz@cotterschools.org)