



Assistant Kitchen Manager

Full-time Monday-Friday, August – May, 6:30 am – 2:30 pm

Classification: Exempt

Department: Academy

Hired by: Food Service Manager

Reports to: Food Service Manager

Responsibilities:

- Models the Sacred Heart Goals and Criteria
- Maintains the cleanliness and working order of the kitchen
- Ensures all items for daily service are prepared and of the proper quantity (i.e.: salad bar, fruit, dressings)
- Assists with daily service
- Closes kitchen, ensures equipment, product, and cleaning is completed to satisfactory level.
- Completes other tasks as they arise or are assigned with a positive attitude
- Assists with Summer Culinary Camp
- Assists with menu ideas
- Able to stand and walk for long periods of time, ability to lift 50 pounds
- Non-slip shoes required

Preferred Experience:

- Previous cook, banquet cook, or similar culinary experience
- ServSafe Certification
- Friendly and approachable demeanor
- Strong team player
- Excellent communication skills
- Passion for cooking and delivering great food

Requirements:

- The final candidate is required to complete a successful Background Check and Safe Environment Training through the Archdiocese of Omaha

If interested, please send cover letter and résumé to Marybeth Goddard, Human Resources Manager, 3601 Burt Street, Omaha, NE 68131 or via email to:

mgoddard@duchesneacademy.org