



Mary Help of Christians School

10 E. Del Mar Boulevard
Laredo, Texas 78041 – 2368

Job Description – Cafeteria Cook

General Description

This full-time position reports to the Cafeteria Manager.

A Cafeteria Cook will meet all qualifications and behavior standards as set by the Laredo, Diocesan Catholic School Office and as stated in the Salesian Educator's Profile. It is primarily the witness and the behavior of staff that give the distinctive character to Catholic schools. While an employee must be knowledgeable and qualified in his/her field, they must also demonstrate an understanding of what goes into the mission of Salesian education. It is the chief desire of the Church that all of us consider their lived-faith and their Christian life-style just as important as their professional credentials.

In accordance with the Salesian, dynamic force of educational love, we are urged to reflect on the quality of our presence and of what we offer, following the example of Mary, becoming a presence that collaborates with the Holy Spirit to help Christ grow in the hearts of the young people and one another.

Primary Responsibilities

- operate and maintain all kitchen equipment and utensils
- perform tasks related to the preparation of all meals
- be knowledgeable and ready to implement all emergency procedures
- perform related duties as assigned by the Cafeteria Manager

Summary of Essential Functions

- prepares and serves breakfast tacos
- prepares main course and hot vegetable
- bakes bread or desserts as scheduled on monthly menu
- Keeps working area clean and cleans food carts
- serves main course and condiments
- cleans stove / puts away leftovers
- serves main part of the meal
- puts away pots and pans

Minimum Requirements

- Proof of high school diploma/GED (if applicable)
- Official Transcripts (if applicable)
- Successful food handling and serving permit
- Two (2) references form from current or previous supervisor
- Able to read, write and speak English and Spanish language
- Work well with all level of staff, students and parents

- Handle cash accurately
- Driver's License
- Tuberculosis Exam
- Social Security
- Criminal Background

Working Conditions: Encounter on a regular basis as part of the work this job performs.

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.		X		
11-20 LBS.		X		
21-40 LBS.		X		
41-60 LBS.		X		
61 OR MORE LBS.	X			
PUSHING OR PULLING:				
1-10 LBS.		X		
41-60 LBS.		X		
61 or more LBS.	X			
BENDING OR STOOPING:		X		
REACH ABOVE SHOULDER LEVEL:		X		
DRIVING AUTOMATIC EQUIP. VEHICLE:	X			
WORKING WITH MACHINERY:	X			
CLIMBING:	X			
WALKING:			X	
STANDING:			X	
SITTING:			X	
WORKING IN EXTREME TEMPERATURE:	X			

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.