

Job Description: **MCS Food Service Assistant**

Year: 2024-25 School Year

Position Description Demonstrates an aptitude in the successful performance of tasks listed below. This person shall report directly to the Missoula Catholic Schools Food Service Director.

Professional Responsibilities

- Assists in the preparation of serving food in a quick and pleasant manner.
- Assumes responsibility for seeing to it that during the meal service period the supply of food offered is in compliance with district, state and federal regulations.
- Assists in daily clean up of kitchen areas and service areas. Proper disposal of waste, keeping kitchen and all surface areas sanitized.
- Performs major cleaning of refrigerator and storeroom at regularly scheduled intervals.
- Helps recruit, train and manage volunteers for SJS.
- Maintains cleanliness and proper storage of SJS kitchen facility and equipment.
- Serves lunch at SJS and helps manage volunteers to make sure meal service is efficient and in compliance with district, state and federal regulations.
- Assists Food Service Director with weekly food order and menu planning.
- Assists Food Service Director with breakfast order.
- Completes any other assigned duties by the Food Service Director.

Required Skills and Knowledge

- Appropriate training as required by district policy and state and federal regulations.
- Keep up to date with any serv-safe requirements.
- Keep up to date Virtus requirements.
- Professional Standards Training- 6 hours annually. Can be online classes or in person.
- Must be able to lift 50lbs.
- Clean driving record and ability to drive the food truck to SJS.
- Maintaining open communication with teachers and staff at both LSH and SJS.
- Be able to meet deadlines with time constraints.
- Efficiency and organization in day to day tasks.

Terms of Employment

Workday shall be established by the Food Service Director.

Salary based upon the established pay schedule of the Diocese of Helena.

Performance Appraisal

Performance of this job will be evaluated annually in accordance with Missoula Catholic Schools policy on evaluation of support staff personnel.

**ST. JOSEPH ELEMENTARY
& MIDDLE SCHOOL**

503 Edith Street, Missoula, MT 59801
(P) 406-549-1290

**LOYOLA SACRED HEART
HIGH SCHOOL**

320 Edith Street, Missoula, MT 59801
(P) 406-549-6101

**MISSOULA CATHOLIC
SCHOOLS FOUNDATION**

300 Edith Street, Missoula, MT 59801
(P) 406-728-2367

Wage range \$17-20 hour, depends on experience.

Interested candidates should mail, drop off or email application materials to:

Application Packet Requirements:

Current Resume

Background Check

Loyola Sacred Heart High School

Attn: Paul Richardson

320 Edith Street Missoula, MT 59801

Email: paul.richardson@mcsmt.org