



## **FOOD SERVICE WORKER/NUTRITION AID, EDMUNDITE MISSIONS**

**POSITION:** Food Service Apprentice

**REPORTS TO:** Director of BOSCO Nutrition Center

**SUMMARY:** The food service apprentice will be responsible for food preparation. The food service apprentice will also perform a variety of food preparation duties other than cooking, such as preparing cold foods, frozen meals, slicing meat, and brewing coffee or tea. The apprentice will attend a monthly professional development seminar and may attend other specific trade courses as needed. This position requires a commitment to all the duties listed above.

**COMPENSATION and TIME COMMITMENT:** This apprenticeship position is paid (\$8.25 per hour). There is a minimum time commitment of 6 months up to 1 year. This is a part time position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Clean and sanitize food preparation areas, facilities, equipment and tableware
2. Store food in designated containers and storage areas to prevent spoilage
3. Cut cooked or raw foods
4. Prepare a variety of foods, such as meats, vegetables, or desserts
5. Keep records of operational or production data
6. Take record of temperature of food and food storage areas
7. Wash, peel and cut various foods, such as fruits and vegetables to prepare for cooking or serving
8. Place food trays over warmers for immediate service
9. Portion and wrap food, or place it directly on plates for service to clients- Package food
10. Measure ingredients, mix ingredients for salads, make sandwiches and prepare beverages
11. Stir and strain soups and sauces
12. Wash dishes
13. Remove Trash and clean kitchen garbage containers
14. Cater special events as needed Catering events- client interactions, preparation and facilitation of events, set up and serve at catering events- restock food, serve guests, deliver food, etc.
15. Complete other duties as needed and determined by the Chief Program Officer, Catholic Social Service Program Manager, BOSCO Nutrition Director or the President/CEO of the missions

### **SUPPORT PROVIDED:**

1. In-house training
2. Bridges Apprenticeship team materials, uniforms and resources
3. Department support training, leadership enhancement & professional development curriculum (ServSafe Certification)
4. Human Resource Apprenticeship Procedure Manual

### **QUALIFICATIONS/SKILLS REQUIRED:**

1. Have a high school diploma or GED
2. Be currently unemployed but have recent job experience
3. Have reliable transportation
4. Excellent organizational, problem-solving, and leadership skills
5. Interested in the food industry
6. Provide great customer service and communication skills
7. Demonstrate the ability to work well under pressure in a fast paced work environment
8. Reliable, accountable, motivated, task-oriented, a willingness to learn and be a team player

### **TO APPLY**

Apply at 1107 Griffin Ave. in the Catholic Social Ministry office. Bring a resume and reference information. You may also send information to [heidih@edmunditemissions.org](mailto:heidih@edmunditemissions.org).