

MARIAN UNIVERSITY

Position Title: Food Prep Helper

FTE: 1.0

Department: Food Service

Reports To: Sous Chef

FLSA: Non-Exempt

This position promotes and supports the learning experience of Marian University students by accurately and efficiently prepare food items for salad bar at various meal periods.

ESSENTIAL FUNCTIONS:

1. Ensure ingredients and final products are fresh.
2. Labeling and stocking all ingredients on shelves so they can be organized and easily accessible.
3. Measuring ingredients and seasonings to be used in cooking.
4. Prepare cooking ingredients by washing and chopping vegetables, cutting meat, etc.
5. Prepare simple dishes such as salads, etc.
6. Reads recipes and/or product directions.
7. Keeps records and requisition for supplies/equipment as needed.
8. Prepare food in accordance with current applicable federal, state, and corporate standards, guidelines, and regulations to ensure high-quality food.
9. Maintain food safety and sanitation standards.
10. Basic cooking responsibilities (i.e. cook vegetables, chicken, etc. for salads).
11. Provides the highest quality of service to customers at all times.
12. Maintain a clean, sanitized, and safe work station (including utensils, equipment, and dishes) following all Marian University and regulatory rules and procedures.
13. Completes cleaning according to daily and weekly schedules and dishwashing/pot washing as needed.
14. Attends all allergy and foodborne illness in-service training.
15. Complies with all HACCP policies and procedures.
16. Complies with all company safety and risk management policies and procedures.
17. Participates in regular safety meetings, safety training, and hazard assessments.
18. Reports all accidents and injuries in a timely manner.
19. Assists with orienting new employees to their work area.
20. Ensure that all regulations and standards of health and safety are met at all times, and that the kitchen remains hygienic.
21. Informs supervisor immediately of any equipment malfunctions or breaks down or if any safety or sanitation hazards are suspected or exist.
22. Assists in training new employees, as requested by supervisor.
23. Attends department meetings and in-service programs, as required.
24. Performs other duties as assigned.

EDUCATION, EXPERIENCE, and SKILLS REQUIRED:

1. High school diploma , GED, or equivalent.
2. Ability to interact professionally with coworkers and customers, particularly in conflict situations.
3. Ability to interact politely and resolve customer service issues.
4. Ability to multitask, meet specific deadlines, and prioritize tasks and assignments.
5. Skills in basic math computations such as addition, subtraction, multiplication, and division.
6. Ability to exercise good judgement and decisions in an expeditious manner.
7. Skilled at setting a good example for others.
8. Ability to concentrate and focus in a noisy environment.
9. Able to work in a fast-paced environment.
10. Willingness to support the Mission and Core Values of Marian University.

To apply, please submit a cover letter, resume, and name, address and telephone number of three references to muapplicants@marianuniversity.edu. Please use “Food Prep Helper” in the subject line of the email.

Application Deadline: Applications will be reviewed until the position is filled.

EOE/Minorities/Females/Vet/Disabled

Transforming lives through academic excellence, innovation and leadership. Marian University is a community committed to learning, dedicated to service and social justice, and joined together by spiritual traditions.

Any offer of employment will be contingent upon the receipt of criminal background and reference check information; and the determination that the candidate remains eligible and suitable for employment.