



## Kitchen Manager/Cook, St. Nicholas Catholic School

Rupert, ID

St. Nicholas Catholic School is seeking a Kitchen Manager/Cook for the 2018-2019 school year. St. Nicholas is located in Rupert, ID and is preschool through sixth grade with approximately 140 students. The candidate must be at least a high school graduate (or equivalent) and have a commitment to Catholic education, but does not have to be Catholic. The candidate must be creative and caring, have strong communication and interpersonal and organizational skills, demonstrate successful experience in kitchen management, and be willing to participate in activities that promote the school.

The position begins as soon as possible or beginning October 2018. Resumes will be accepted until the position is filled. Interested applicants should secure an application packet and instructions from the school by emailing [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org) or by going on-line at [www.stnicholasrupert.org](http://www.stnicholasrupert.org).

### **Instructions for Submitting Applications for Kitchen Manager/Cook**

The following documents should be completed and returned:

1. Letter of Application
2. St. Nicholas Catholic School Classified Position application form
3. Two Letters of Recommendation
4. Resume

Completed application packets should be submitted via

1. Email: [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org); OR
2. Mail to:  
St. Nicholas Catholic School  
PO Box 26  
Rupert, ID 83350  
Attn: Principal

**Job open until filled**

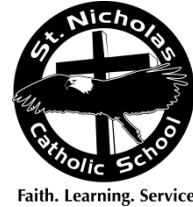
**Position begins on or about October, 2018**

Submittal of an application does not guarantee being interviewed. You will be notified if an interview is to be scheduled. Selection of candidates will be based on the evaluation of the submitted information.

If you have any questions regarding the application process, please email Wes Remaley at [principal1@stnicholasrupert.org](mailto:principal1@stnicholasrupert.org).

# St. Nicholas Catholic School – Rupert, ID

## Employee Position Description



**Position Title:** Kitchen Manager/Cook

**Qualifications:**

- High School Diploma or equivalent
- Complete and pass a criminal history and background check
- Complete Safe Environment Training
- Ability to work unsupervised and set own deadlines
- Plan, cook, and serve meals for the school children
- Possess organizational skills when keeping paperwork
- Computer skills
- Willingness to participate in, support, and promote education and activities consistent with the Catholic faith
- Live by the moral teachings of the Catholic faith

**Reports to:** Principal

**Job Goal/Objective:** Be the sole planner, preparer and server for the hot lunch program. This job requires one to work unsupervised, set and meet deadlines, and have organized paperwork. Some computer skills are involved when handling paper work and creating menus. Person must be able to positively interact with people of all ages.

**Hours:** 7:45 – 1:00 Monday – Friday for the school year (will need to work a week before school starts to prepare for the year)

**Principle Duties:**

Specific duties include, but are not limited to:

- Ordering Supplies
  - Order milk and food items
  - Unload and put away all receivables – some items are delivered on days when school is not in session
  - Order and pickup emergency supplies from local food store
  - Order kitchen supplies through school office
- Food Preparation / Serving
  - Prepare/serve/cleanup breakfast for up to 30 students
  - Prepare/serve/cleanup lunch for approx. 60-100 students (lunch count taken daily for prep)
  - Make special items, such as dessert, for school events
- Computer Skills

- Create monthly menus on a calendar program and email to school office
- Training
  - Maintain training/certification on proper food preparation and sanitation procedures
  - Participate in Diocesan required training – such as Safe Environment for Children
- Maintain current and accurate records
  - Daily Cost Sheet outlining how much one serving cost per day
  - Daily attendance count (FS-4)
- Audits
  - Participate in local health department audits
  - Prepare for and participate in state audits
- Beginning of Year / End of Year
  - In July, Prepare August / September menus
  - Clean kitchen and unpack food boxed up at the end of the previous year
  - May: Box up food and supplies for summer storage
- Daily Preparation
  - Start dishwasher
  - Prepare lunch
  - Put out cleaning supplies and cleaning equipment for students
  - Put out flatware, napkins, condiments
  - Set up dump station – milk bucket, flatware, bucket, trash cans
  - Set up student helper stations
  - Defrost any necessary food for next day meals
- Facility Maintenance
  - Daily:
    - wash all dishes, trays, etc. used for meal preparation and store in proper place
    - wipe down all surfaces used for preparation, serving and cleanup
    - empty all trash cans and re-bag
    - mop around the student dump station
    - sweep and spot mop if needed
    - take home dirty towels and launder them for the next day
  - Weekly:
    - Sweep and mop the kitchen/food preparation area
    - De-lime dishwasher
    - Pour bucket of hot bleach water down all floor drains
  - Monthly (Sept through May):
    - Clean all ovens
  - Clean equipment and sinks as required/needed
  - Initiate and coordinate simple equipment repairs with repair companies
- Physical Requirements
  - Lift 50 pounds
  - Good Health
- Interpersonal Relationships
  - Work with suppliers
  - Work with various parish groups when they are preparing for a function, such as a funeral
  - Interact with students and be open to their concerns, comments, and requests
  - Provide a positive role model of Christian values consistent with the Catholic Faith

**Evaluation Criteria:**

Formal: Annual review in spring

Informal: As needed

Evaluated by: Principal



# Roman Catholic Diocese of Boise - St. Nicholas Catholic School

Application for Employment – **CLASSIFIED** Position

Date \_\_\_\_\_

Name \_\_\_\_\_

*Last*

*First*

*Middle*

Present Address \_\_\_\_\_

*Street*

*City*

*State*

*Zip*

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Religion \_\_\_\_\_ Parish/City \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No      If not, are you legally authorized to work in the U.S.? \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No      What charge? \_\_\_\_\_ When? \_\_\_\_\_

*(A conviction will not necessarily disqualify you from the job for which you have applied.)*

**EMPLOYMENT DESIRED:**       Full Time     Part Time

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Are you currently employed?  Yes  No      If so, may we inquire of your present employer?  Yes  No

Do you have experiences, training, skills(2<sup>nd</sup> lang.), licenses, or certificates that will be helpful in the job for which you are applying?

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**EMPLOYMENT HISTORY** *Start with present or most recent employer and work backward.*

<b>Dates</b> <b>Month and Year</b>	<b>Name and Address of Employer</b> <b>and your Supervisor</b>	<b>Job Title and Duties</b>	<b>Reason for Leaving</b>
From ----- To			
From ----- To			
From ----- To			
From ----- To			

**EDUCATION**

	<b>School Name and Location</b>	<b>Number of Years Completed</b>	<b>Did you Graduate?</b>	<b>Diplomas, Degrees, Major and Minor</b>
<b>High School</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>College/University</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>College/University</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Other</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>	

**REFERENCES** Give three references other than relatives and previous employers who can tell us about your background.

Name	Address and Phone Number	Position/Business	Years Known

I certify that the information provided in this application is accurate and complete. I give my permission to St. Nicholas Catholic School to verify and investigate any and all information provided in this application. I also authorize my current and former employers, educational institutions, references, and any other persons and entities referred to in this application, to provide information to St. Nicholas Catholic School for employment-related purposes. I also give my consent to educational institutions that I have attended to disclose and provide to St. Nicholas Catholic School for employment-related purposes, transcripts containing information about me such as my courses of study, grades, credits, rank, and degrees conferred. I understand and agree that if I have provided any inaccurate, misleading, or incomplete information in this application or during the application process, such as during interviews, my application for employment will be rejected and, if I am hired, my employment will be terminated. I understand and agree that this application does not contain or imply any promise that I will be hired by St. Nicholas Catholic School, and that if I am hired, it does not contain or imply any promise that I will be employed by St. Nicholas Catholic School for any period of time or duration. I also understand and agree that, if I am hired, nothing in this application requires St. Nicholas Catholic School to have any cause or reason to terminate my employment.

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*Signature*

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*Date*

**What church do you attend? (If not attending, put "none".)**

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**How long have you attended that church?**

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**What ministries are you involved with in your church?**

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**Would you give the school permission to contact your priest/pastor as a reference?**

**Yes    No    If yes, please provide name and phone number. \_\_\_\_\_**

**If you have students attending St. Nicholas Catholic School, please share why you choose to send them here.**

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