



St. Ignatius Catholic School

Holy Apostles

Thank you for your interest in a position at St. Ignatius Catholic School. Please complete the following application and return all items to St. Ignatius Catholic School.

1. A cover letter explaining why you are interested in this position
2. Application for Employment- Diocese of Boise
3. Resume
4. Completed applicant questions (see below)

Once your application packet has been received, you will receive a confirmation email. Incomplete packets will not be accepted. If you have any questions or would like additional information about the hiring process, please call or email me.

Sincerely,

A handwritten signature in cursive script that reads "Andi Kane".

Andi Kane
St. Ignatius Catholic School Principal

Email complete materials (preferred method) to: employment@stignatiusmeridian.org

Mail packets to:

St. Ignatius Catholic School
Attn: Andi Kane
6180 N Meridian Rd.
Meridian, ID. 83646

Phone: 208-888-4759



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APPLICANT QUESTIONS

Please answer the following questions in a short paragraph:

1. Describe your knowledge of food service, school meal programs, and nutrition.
2. What should be the values of a school meal program?
3. Describe your ideal work environment.
4. Why do you want to work at St. Ignatius Catholic School?



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POSITION TITLE: Assistant Kitchen Manager

JOB SUMMARY: The Assistant Kitchen Manager assists in running the school meal program and operates the kitchen at St. Ignatius Catholic School. The assistant plans meals, serves meals, maintains safety and health standards, and assists with the business operation of the kitchen and school meals programs.

REPORTS TO: School Principal.

DUTIES AND RESPONSIBILITIES:

- Support the mission and philosophy of St. Ignatius Catholic School;
- Adhere to the Code of Conduct and policies and procedures of the school and the Diocese of Boise;
- Maintain professional, cooperative, and friendly relationships with students, parents, visitors, and all staff;
- Manage the building security functions including the alarm system, electronic door systems;
- Maintain strict confidentiality regarding student or staff information;
- Plans and executes the preparation and serving of all food in the cafeteria;
- Ensures that school meals are healthy, meet or exceed national nutritional standards, and offer a desirable variety for clients;
- Supervises and participates in the storage and preparation of all food;
- Assumes responsibility for the acquisition and security of all food and supplies
 - Checks food shipments into the school
 - Ensures shipments are accurate before signing invoices
 - Orders necessary supplies on a weekly basis
 - Properly plans for storage of supplies
- Supervises the storage and care of food and supplies;
 - Keeps appropriate records of food and supply quantities and storage
 - Records all meals prepared and served
- Maintains school meal program budget
 - Assists in determining meal price
 - Maintains detailed records of purchases and sales
 - Operates school lunch software

- Assigns, directs, plans and supervises the work of kitchen employees and volunteers
 - Ensures that all kitchen staff and volunteers are properly trained
 - Coordinated scheduling of employees and volunteers on proper conduct and practices in food preparation and service
- Reports any problems or concerns to an immediate supervisor
- Directs sanitation procedures;
 - Inspects the kitchen area, cooking and mixing utensils, and other food preparation and serving supplies for cleanliness
 - Ensures that volunteers and employees properly meet sanitation requirements
 - Properly cleans before and after each meal and at the end of each day
- Assumes responsibility for checking that all items in the kitchen area are safe. Notifies proper personnel when repairs or replacements are needed;
- Performs other duties as necessary to the position of as specified by the Principal

QUALIFICATIONS

- Experience in food service
- Licensed in food service and compliant with all necessary state health requirements (or willing to acquire this qualification)
- Able to utilize technology for ordering supplies and tracking student purchases
- Able to coordinate and manage volunteers
- Able to communicate effectively in both written and verbal form
- Knowledge of nutrition and health
- Experience working with children preferred
- Must be able to lift and carry 50lbs

WORKING CONDITIONS

- 35 hours per week (this does not include a daily 30-minute unpaid lunch break)
- Benefits package through the Diocese of Boise
- Occasional evening and weekend hours for special events