



## **Seattle Preparatory School Cafeteria Assistant**

*Position Announcement for 2022-2023 school year*

### **School Mission and Description:**

Seattle Preparatory School is a co-educational Catholic, Jesuit school with an enrollment of 785 students. Located in the North Capitol Hill neighborhood of Seattle, Prep serves students from throughout the greater metro area. Since its founding in 1891, Prep has been consistently committed to excellence in all its programs, with a special emphasis on the formation of students as “men and women for others.”

Seattle Preparatory School seeks a qualified individual to serve as the **Cafeteria Assistant**.

### **Job Description**

Seattle Preparatory School, a private Catholic High School, is seeking reliable and responsible people to help in our cafeteria production program. An ideal candidate would have some food service or catering experience, but not required, computer knowledge, and desire to make and serve great food from scratch to a great bunch of students. Must be available from 6:30 am to 3:30 pm Monday to Friday 35-40 hours per week. Great schedule for evening students, parents with children in school, or the semi-retired.

### **Essential Duties & Responsibilities**

- Follow proper procedures for food safety
- Prepare and serve hot and cold food
- Restock and merchandise as directed by management
- Attend to routine kitchen cleaning, maintenance, and operation
- Basic computer skills to operate our retail POS system
- Extraordinary communication and multitasking skills
- High attention to detail
- Must be able to stand for 4+ hours at a stretch
- Excellent record of attendance, reliability, and initiative in previous employment
- Must acquire State Food Handler's Permit
- Must be able to lift 50 pounds
- Be able to interact well with teens and adults

**Other Details:**

- *Terms of Employment:* This position offers an annual full-time contract beginning in August 2022.
- *Reporting:* This position reports to the Executive Chef.
- *Additional Requirements:* Full COVID vaccination or proof of medical exemption, successful completion of criminal history background check, Safe Environment training, and possession of a valid Washington State driver's license.

**Application Process:**

If you are interested in applying for this position, please submit a cover letter, resume, and list of three references to Kenyetta Carter, Executive Chef (kcarter@seaprep.org). Please also visit our website, [www.seaprep.org](http://www.seaprep.org), for additional details about Seattle Prep. The application window will close when the position has been filled.

*Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. To request disability accommodation in the application process, contact [employment@seaprep.org](mailto:employment@seaprep.org).*