



Bellarmino
College Preparatory

Food Service Worker

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

This position is responsible for performing a wide range of duties in a fast-paced environment, including the preparation and production of meals for students, colleagues, Jesuits, and guests of various events. Additionally, this position is responsible for the cleanliness, maintenance, set up and general upkeep of the kitchen and dining room facilities. In performing such duties, it is important to ensure all areas of the kitchen, food prep, and food storage areas are clean and properly sanitized to health code standards on an ongoing basis. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Prepare food for daily food service
- Present meals efficiently and prepare serving areas accordingly
- Student cafeteria
 - Set up the area and inventory control
 - Set up and run cash registers
- Alert manager on duty if change is needed in a timely manner
- Transact and handle money accurately
 - Maintain a clean area
- Faculty/Staff Lunch
 - Set up the line properly
 - Maintain food properly during lunch
- Jesuits Dinner
 - Prepare dining room area
 - Prepare dinner according to the schedule
 - Serve dinner at the required time
 - Clean up all areas
- Wash dishes
- Sanitize all food preparation surfaces
- Clean and stock food display area in the Faculty/Staff Dining room
- Clean and keep floors in orderly manner
- Keeping aisles clear for safety
- Dispose of trash and refuse efficiently; Recycle materials as well as putting garbage cans out
- Keep workstations clean and sanitary
- Assist in maintaining clean and organized refrigerators and freezer
- Putting away stock and organizing dry storage orders

- Provide assistance to fellow coworkers at the registers and general food preparation areas as required
- Other duties and responsibilities as may be assigned

Minimum Qualifications/Skills:

- Five years of demonstrated experience with duties and responsibilities listed above. This includes cooking high quality meals for large groups independently
- Strong knowledge of large kitchen practices, including cooking, equipment, maintenance, and cleaning practices
- Ability to communicate effectively and professionally such that there is successful interaction with students, colleagues, guests, and other members of the Bellarmine community
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused
- Graduation from High School or General Education Development (GED) certificate

Physical Requirements/Work Environment:

- Ability to lift/carry up to 50 pounds regularly, using proper lifting techniques
- Ability to sit, stand, stoop, walk, bend, twist, use hands to finger, reach with hands and arms, kneel, crouch, crawl, climb, twist, push balance, and climb a ladder (or other similar stepping aide) as needed
- Ability to travel around our campus safely and comfortably as needed
- Ability to read information in printed material and/or on a mobile device/laptop/computer screen
- Working conditions are both indoor and outdoor, with exposure to temperature variations

General Information:

- This position is regular, full time non-exempt position
- This position is eligible for Bellarmine's excellent benefit package
- Work hours are typically Monday through Thursday from 11:00 am to 7:00pm and on Sundays from 11:00 am to 7:00pm. Shifts, however, may change as needed and working evenings, weekends and/or overtime is required as needed.

To Apply Online: Please complete the *Bellarmino Staff/Non-Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org. Please indicate *Food Service Worker* in the subject line of the e-mail.

To Send By Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.

**As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
