



## **Food Service Team Member – (Hingham, MA)**

We are seeking a reliable and skilled Food Service Team Member to join our team at Notre Dame Academy in Hingham. This role includes a combination of food preparation and lunch service responsibilities in a fast-paced kitchen environment.

### **Position Overview:**

Team members will assist with morning food preparation and rotate into assigned lunch duties, including cashiering, dishwashing, or serving during meal periods.

### **What We're Looking For:**

A dependable team player with a positive attitude who takes pride in delivering quality food and excellent service.

### **Pay Range: \$18 - \$20/HR**

### **Key Responsibilities:**

#### **Food Preparation Duties:**

- Prepare and cook menu items following established recipes and guidelines
- Operate kitchen equipment including knife, flat top, stove, fryer, slicer, and oven
- Ensure food is cooked to proper temperatures and presented attractively
- Monitor food levels and replenish supplies as needed
- Serve and portion meals during lunch periods
- Clean and maintain kitchen equipment, utensils, and work areas
- Assist with receiving and storing deliveries

#### **Cashier Duties:**

- Stock and refill utensils, food items, and beverages
- Maintain a clean and organized checkout area
- Process customer transactions and reconcile cash drawer



- Operate coffee machine and maintain logs/records
- Date, rotate, and wrap food items
- Restock grab-and-go items and snacks
- Provide excellent customer service

**Utility (Dish/Support) Duties:**

- Wash and sanitize dishes, pots, and pans
- Store clean items in designated areas
- Sweep and mop floors; maintain a clean, dry environment
- Remove trash and recycling
- Clean kitchen equipment and surfaces
- Maintain logs and cleaning records

**Qualifications:**

- Previous kitchen or food service experience preferred
- Knowledge of food safety and sanitation standards
- Ability to work efficiently in a fast-paced environment
- Strong attention to detail and organizational skills
- Ability to work both independently and as part of a team
- Customer service experience is a plus

**Physical Requirements:**

- Ability to stand for extended periods
- Ability to lift 40+ pounds
- Frequent bending, reaching, and movement