



**St. Patrick-St. Vincent Catholic High School  
Vallejo, California**

## **Prep Cook**

### **THE SCHOOL:**

St. Patrick-St. Vincent Catholic High School (SPSV), a Diocesan, co-educational, college preparatory high school in Vallejo, CA. SPSV is the only Catholic high school in Solano County. We have a proud history of serving families in the Diocese of Sacramento and surrounding areas since 1870. We offer a comprehensive Catholic high school experience for students, with challenging academic programs that help them develop the skills needed to become critically thinking, productive, responsible citizens. SPSV also offers active co-curricular participation in a variety of athletic programs, a robust choir and theater program, as well as an active campus ministry and social justice program.

SPSV is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

### **THE MISSION:**

St. Patrick-St. Vincent High School, a Catholic college preparatory high school in the Diocese of Sacramento, challenges its diverse student population to seek truth as creative, complex thinkers and to be responsible citizens and compassionate individuals who share their gifts with others.

### **DEFINITION:**

The Prep Cook/Cashier assists the Director of Food Services and works with other kitchen staff in providing food preparation services. The prep cook is required to perform basic cooking duties, monitor stock levels, and take on culinary tasks as they arise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The Prep Cook/Cashier will help with the daily operation and food production of the high school cafeteria.
- The Prep Cook/Cashier will provide services to the school's meal program that offers an array of services such as brunch, lunch and a la carte items on site.

- The Prep Cook/Cashier is also responsible for the preparation of ingredients and stations used in the cooking process, as well as maintaining the kitchen and ensuring it is clean and sanitized.
- The Prep Cook/Cashier will also be required to work at a cashier station during mealtimes.
- The Prep Cook/Cashier position will require standing for long periods of time, walking, bending, lifting up to 50 pounds, and basic knife skills

### **EXPERIENCE:**

- At least 2 consecutive years of experience in a food service environment.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the school.
- High energy and passion for St. Patrick-St. Vincent Catholic High School's mission is essential.
- Customer focused.
- Excellent verbal and written communication skills.
- A professional and resourceful style; the ability to take initiatives and to manage multiple tasks and projects at a time.
- As a high school in the Diocese of Sacramento, our Catholic religious beliefs provide the basic framework for our moral, ethical, and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to understand these teachings.
- Knowledgeable in computer applications related to the duties and responsibilities specified.

### **EDUCATION/CERTIFICATIONS:**

- A High School Diploma is required
- Post-Secondary food service education and/or training
- Food-Handling Certification Required

### **WORK SCHEDULE AND COMPENSATION:**

- Monday through Friday, 8:15am to 2:15pm
- Approximately 24 to 32 hours per week
- Hourly rate \$17 - \$22 per hour, depending on experience
- Benefit eligible position

## **Employment Application for Prep Cook**

### **Application Requirements:**

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization

### **Application materials may be emailed to**

Applicants@spsv.org

or sent to

1500 Benicia Road, Vallejo, CA 94591

Attention: Lydia McLeod

**Deadline for applications: Until Filled**

**Position begins: Immediately**

### **Notice of Non-Discrimination**

It is the policy of St. Patrick – St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.