



## **CMC Catering Assistant - Job Description**

The [Catholic Multicultural Center \(CMC\)](#), a ministry of Our Lady Queen of Peace Parish, is a social service agency on Madison's South side. All are welcome to utilize the programs and services offered by the CMC, which are designed to help our brothers and sisters in need through meeting basic needs and providing opportunities for educational and professional growth.

[Culinary Creations Catering](#) offers affordable, high-quality catering services for events such as fundraisers, church functions, meetings, and community events. Each order provides meaningful hands-on training and work experience in food service to individuals who have experienced significant barriers to employment. If you have a passion for food and are looking for a great way to enter the industry, food service work may be the right choice to set you on your career path.

### **Job Duties**

- Aid cooks in preparing meals and preparing food as requested by the chef or other supervising employee.
- Prepare meals for schools and events such as soups, salads or desserts.
- Help cooks with food preparation duties for the day by cutting, peeling, or slicing as needed.
- Help with loading of food in the vans, and delivering food to schools in a timely manner
- Demonstrate excellent teamwork by being willing to multitask with a positive attitude
- Unloading the food deliveries each week, rotating food with the FIFO method.
- Adhere to food safety standards at all times, making sure that all food is free or contaminants and pathogens that might make customers sick.
- Clean pots, pans, and any other dishes in the kitchen as needed, adhering to safety and sanitation standards at all times.

**Hours:** Typically 7:00 a.m. - 1:00 p.m. M - F, with some occasional evenings and weekends, as coordinated by the CMC Culinary Creations Catering Manager.

## **Job Requirements**

### Required:

- Ability to lift, walk or stand for long periods of time
- Knowledge of kitchen sanitation, cleaning, and maintenance

### Preferred:

- High school degree or GRE
- Kitchen and Food production knowledge
- Food handlers license or certification that is valid in your area

**To apply, please send a resume and cover letter to Lynn Heiman at [lynn@cmcmadison.org](mailto:lynn@cmcmadison.org)**