



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: EVENTS ASSISTANT (FOOD SERVICE)

Saint Ann's School seeks a full-time Events Assistant for our Food Service department. This is a full-time position with benefits. Some evening and weekend hours are required.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

Setup, prepare, and serve food according to catering establishment recipes and procedures within regulatory guidelines. Assist with preparation, production, breakdown, and proper storage of food items. Perform setup activities: assembling platters, food carts, condiments, assembling food service lines, stocking utensils, linen and napkins, as well as retrieving stock items after the event and total breakdown.

Food Preparation

- Assist in preparing a variety of dishes, appetizers, entrees, and desserts as per the catering menu.
- Follow recipes and portion guidelines to ensure consistent quality.
- Handle food items safely, including chopping, slicing, and basic cooking tasks.

Event Setup



- Assist in setting up catering events, ensuring all necessary equipment and supplies are ready.
- Help organize serving stations, buffet arrangements, and dining areas.
- Ensure the event space is clean, presentable, and compliant with food safety regulations.
- Monitor food levels and replenish items as needed to maintain a seamless guest experience.
- Perform quality checks on food items displayed to ensure they meet the highest standards of taste, freshness, as well as presentation.

Food Presentation

- Pay attention to food presentation, garnishing, and overall aesthetics.
- Contribute to creating visually appealing displays for food and beverages.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Qualifications

- High School Diploma, G.E.D. accepted; culinary or hospitality degree preferred
- Qualifying certificate in food protection (NYC).
- A minimum of two years' experience in food service production.
- Ability to work and be productive with minimal supervision.
- Ability to collaborate with people at all levels of the organization, parents, volunteers, and visitors.
- Must be customer service oriented.

Physical Requirements and Work Environment

- Occasionally lift equipment and materials weighing 50 pounds or more.
- Crawl, climb ladders, twist, turn and reach while completing a variety of physical duties.
- Work indoors or outdoors in all-weather conditions for extended periods of time.
- Work in a wide variety of environments as found in all areas of the school & adjoining buildings.
- Work in the extreme temperatures and humid conditions found in a food service kitchen.

COMPENSATION

This is a full-time, non-exempt position with a competitive compensation package including benefits. Hourly salary of \$ 22.00.

TO APPLY



[Interested candidates should submit their resume to this link.](#) Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of September 2024. Position is open until filled.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.