

New Roots Charter School

Job Description-Kitchen Staff

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful candidates for the New Roots founding team will have a demonstrated capacity for flexibility and the multifaceted skills that will nurture this growth.

The person in this role plays a critical function in the operation of the New Roots Charter School Farm 2 School program. The kitchen staff is responsible for maintaining a safe and aesthetically pleasing dining environment for the school community. The kitchen staff will also be responsible for working with The Farm 2 School Coordinator, staff, and students during school events.

Duties

- Set-up, break-down, and serving breakfast from 8:00-9:00 at the front desk.
- Set-up, break-down, and cleaning of the dining room.
- Set-up, maintenance, and clean up of the lunch line.
- Preparing and maintaining the salad bar and condiment bar.
- Dishes and cleaning as needed throughout the day.
- Informing Farm 2 School coordinator of low or out of stock items.
- Maintain proper cooling, storage, and labeling procedures.
- Meet health, safety, and sanitation requirements in operation of kitchen and assigned duties.
- Supervising and working with students in Café classes.
- Documenting interactions with students as needed.
- Maintaining air filtration systems in the main building.
- Maintaining sanitation stations in the main building
- Other tasks as assigned by the Farm to School Coordinator and/or Operations Manager.

Skills required

- Must be able to lift >50 lbs on an occasional basis.
- Adept at problem-solving.
- Skilled in the use of knives and kitchen tools.
- Ability to maintain detailed records and follow detailed procedures.
- Basic cooking knowledge.

- Assist with dishes and cleaning tasks, following proper procedures.
- Strong communication skills.
- Self directed.
- Detail oriented.
- Ability to interact with and supervise students.
- Receive stock and put away in designated areas, maintaining proper rotation procedures.
- Must pass fingerprint background check.

Hours

This is a part-time 30 hour per week, September through June position with no or limited hours during school breaks and snow days. This position has paid time off benefits that can be used to offset those days, and is also eligible for health insurance benefits and sick leave. Working hours are from 8:00 am-2:00 pm, Monday through Friday with occasional weekend or evening hours.

A sustainable community is a diverse, inclusive network of people. New Roots Charter

School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.