

New Roots Charter School
Farm to School Kitchen Staff

Job Description
2023-2024

The kitchen staff plays a critical function in the operation of the New Roots Charter School Farm 2 School program, serving a healthy breakfast and lunch featuring locally-sourced foods to New Roots students and staff on days that school is in session. The kitchen staff is responsible for maintaining a safe and aesthetically pleasing dining environment for the school community, and providing program support during school events.

Duties

- Set up, break down, and serve breakfast from 8:30-9:15 at the front desk.
- Set up, break down, and clean the dining room.
- Set up, maintain, and clean the lunch line.
- Prepare and maintain the salad bar and condiment bar.
- Clean dishes and work areas as needed throughout the day.
- Inform 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.
- Supervise and work with students in Café classes.
- Document interactions with students as needed.
- Maintain air filtration systems in the main building.
- Maintain sanitation stations in the main building.
- Other tasks as assigned by the Farm to School Coordinator and/or Operations Manager.

Required Skills

- 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.

Employment conditions

This is a 30 hour per week position scheduled on days that school is in session from 8:30 a.m. to 2:30 p.m., September through June, plus occasional weekend or evening hours. Work shifts are rarely scheduled during school breaks or on snow days. Vacation and personal days can be used to offset days when school is not in session. This position is also eligible for health insurance benefits and sick leave.

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.

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.