

New Roots Charter School

Job Description

Kitchen Coordinator

Updated 5-22-25

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 Coordinator is responsible for maintaining a safe and aesthetically pleasing dining environment for the school community. The Kitchen Coordinator will also be responsible for working with the Operations Manager, kitchen staff, staff, and students during school events.

Primary Responsibilities

- Kitchen management (ordering food, preparing meals)
- Preparing and serving lunch for up to 150 students and staff

Job Description

1. Plan workflow
 - a. Using weekly prep lists generated from monthly menus
 - b. Meeting Federal Lunch Program requirements
 - c. Meet health department regulations
2. Order food for all meals and events as needed
3. Prepare and serve lunch
4. Supervise student participation in meal preparation
5. Clean and maintain kitchen
6. Maintain appropriate records and paperwork
7. Coordinate food for periodic school events, such as school picnics, Showcases, Spaghetti Dinners, etc.
8. Manage workflow of kitchen assistant, reporting issues to Operations Manager as needed
9. Support nutrition education for students in conjunction with their classes and after school programs (collaborating with teachers and other staff)
10. Other duties as assigned by Operations Manager

Qualifications

1. Completion of Food Safety and Sanitation Training course
2. Experience planning and cooking nutritional meals for adolescents including ordering.
3. Experience working with adolescents in an instructional setting.
4. Must be able to lift >50 lbs on an occasional basis.
5. Adept at problem-solving.
6. Skilled in the use of knives and kitchen tools.
7. Ability to maintain detailed records and follow detailed procedures.
8. Advanced cooking knowledge, including recipe development
9. Strong communication skills.
10. Self-directed.
11. Detail-oriented.
12. Maintain proper cooling, storage, and labeling procedures.
13. Must be able to lift >50 lbs on an occasional basis.
14. Receive stock and put away in designated areas, maintaining proper rotation procedures.
15. Must pass background check.

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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.

Hours

This 10.5 month position is 30 hours per week, mid-August through June when school is in session, with working hours from 8:00 am-2:00 pm, Monday through Friday. Applicants interested in 40 hours of employment a week may be eligible for additional assignments in operations and Farm to School.

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