



Job Title: Nutrition Production Assistant/Cook (Part-time)

Classification: .5 FTE (Part-time, 10 month position)

Compensation: Commensurate with experience, non-exempt

Benefits Eligible: No

Licensure: None required

Reports to: Director of Nutrition Program

Start Date: Immediately

Organization Description:

Great River School is a public Montessori institution serving students ages 6 through 18. Our community is committed to an engaging environment which prepares students for their unique roles as responsible and engaged citizens of the world. Our vision is world peace through education. We specifically seek to deconstruct systems of bias and oppression that interrupt relationships and access to education. We welcome applications from all backgrounds - racial justice, gender inclusion, and accessibility of education is central to our core values as a school community.

We encourage applicants who are passionate about Montessori education - Great River School seeks and encourages applicants from a diverse range of backgrounds. People of the global majority are highly encouraged to apply. We seek to employ adults who reflect the heritage, backgrounds, and experiences of neighborhoods where our students live. We hire employees who have a Montessori credential, and we also are excited to recruit adults who are committed to teaching at an innovative school and committing to Montessori training.

General Position Description:

This position works collaboratively with the Director of Nutrition Program to ensure seamless planning, preparation, service, and clean-up of the school food program. This position also works collaboratively with the Chef & Nutrition Educator to guide, prepare and clean up the occupations class that takes place in the kitchen.

Great River School's kitchen focuses on:

- All staff working collaboratively to deliver comprehensive food, garden, and nutrition education.
- Providing whole, sustainable, and delicious breakfasts, lunches, family meals, and value added products in partnership with students.
- Strives to connect students, staff, parents and the surrounding community to our local food system.

Essential duties and responsibilities include:

- Organizes orders for and oversees onsite breakfast and lunch service to students and staff.
- Works to serve food with coworkers during lunch service throughout lunch hours to all ages of students.
- Assists with placing orders and tracking waste.
- Maintains proper use and care of all food service equipment.
- Maintains proper sanitation, safety, and security procedures in all phases of operation.
- Assists with maintaining and updating required food service record keeping forms including but not limited to: staff training documents, order guides, information sheets, invoices, finance documents, ingredient lists, prep sheets, reports and transfer sheets.
- Contributes to new menu ideas and development.
- Shares in dishwashing and kitchen cleaning tasks.
- Actively contributes to a welcoming, positive, and safe work environment for all.
- Performs other tasks as assigned by the Kitchen Manager and Head of School.
- Creates & prepares food daily for lunch service and preps for meals during the week along with other kitchen staff.

Qualifications:

- 2+ years experience in natural food preparation, restaurants, catering or other professional food service settings.
- Able to meet physical demands that include performing necessary tasks and activities.
- Works cooperatively with co-workers and management staff.
- Completes tasks required by following established procedures.

Preferred Qualifications:

- Comfortable with programs like Microsoft Excel
- Specific experience with school lunch kitchens or working with students a plus

Great River School provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state or local law. In addition, Great River School will provide reasonable accommodations for qualified individuals with disabilities.

Please send a letter of interest, a resume, and contact information and relationship for three professional references (email of application materials is preferred) to: [**jobs@greatriverschool.org**](mailto:jobs@greatriverschool.org)

Director of Nutrition Program
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