

THE VILLAGE SCHOOL
3411 Willamette St
Eugene, OR 97405
JOB POSTING

Memo # 26-27-06

Date: 6/10/2026

To: All Qualified Applicants

Job Title: Kitchen Assistant

The Village School is a public charter school serving children in grades K-8th.

Description: The Village School seeks a part time FTE Kitchen Assistant to work 3 – 5 days (16-20 hours) per week.

Basic Functions:

Properly cleans and sanitizes all dishes, glassware, utensils and pots. Responsible for maintaining dish washing area and dish washing machine. Assists with cleaning other areas of the kitchen and cafeteria as needed. Assists with food preparation and service as directed.

Essential Functions:

1. Operates dish washing machine to school and manufacturer specifications.
2. Restocks all dishes, glassware, utensils, pots, and pans.
3. Removes all compost, recycling and waste.
4. Cleans and sanitizes dish machine area at the end of a shift.
5. Performs additional tasks related to food service, food preparation & cleanup, as directed by kitchen staff.

Qualifications

Knowledge

1. Knowledge of basic sanitary guidelines.
2. Knowledge of basic dish washing machine operations.

Skills/Aptitudes

1. Ability to communicate effectively with student volunteers, co-workers and school staff.

Working Conditions

1. This position requires standing or walking 100% of time.
2. Occasional environmental exposures to cold, heat, and water.
3. The individual must be able to transport 35 pounds regularly and up to 50 pounds on occasion.

This position requires a current Oregon Food Handler's card and a current finger print based, Criminal Background Check.

Wage: \$18 Hourly *
Schedule: 16-20 hours/week

Work Year: 164 days Sept – June
Work Week: Monday – Friday

* Wage level is being negotiated right now, so is likely to improve.

Interested parties are asked to email or send a letter of interest, application (from eugenevillageschool.org/jobs-volunteering), and three references (resume optional) to:

The Village School,
Kitchen Assistant Position, or email materials to office@eugenevillageschool.org
3411 Willamette St
Eugene, OR 97405,

The Village School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. The Village School is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans with Disabilities Act.