

# Part Time Kitchen Assistant



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<b>Job Description:</b> Kitchen Assistant	<b>Start Date:</b> August 28th, 2023	<b>Salary:</b> \$21.00 per hour
<b>FLSA Status:</b> Hourly (Part time)	<b>Hours:</b> 9:30am - 12:30pm M-F	<b>Supervisor:</b> Director of Operations

Three Rivers Montessori is looking for a part-time ***Kitchen Assistant*** to support our ***meal service program***. We are a public tuition-free elementary school serving K-6th grade students from Elk River and the surrounding communities.

We believe equal opportunity is extremely important and every employee and student is unique in their own way. We strive to create an open, inclusive, and equal environment in which every individual has the opportunity to flourish.

## Summary of Position

Three Rivers Montessori's kitchen Assistant will get the prepared meals from the caterer ready for breakfast and lunch service, help to serve lunches to our students, and ensure clean up of the kitchen is done at the end of each day. This part time job would be ideal for anyone who needs some flexibility in their schedule and does not want to be tied down to a full time role in a school.

## Job Duties

Breakfast and Lunch Preparation:

- Ensure the food coming in from the caterer goes into warmers
- Prepare the serving utensils and serving line before students arrive
- Ensure kitchen is sanitized and clean before meal service starts

Lunch Service:

- Serve lunches to the students as they come through the lunch line
- Ensure each student scans their card and is counted for lunch
- Provide a warm and greeting experience for our students during lunch

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## Clean Up:

- Ensure all dishes are washed and the catering company dishes are ready for pickup the following day
- Ensure the kitchen is cleaned and sanitized for the following day
- Prepare and lay out breakfast for the following day

## Required Qualifications:

- Must be 18 years or older
- Must be willing to do some light training in preparation for the role

## Application Process

Three Rivers Montessori utilizes the online Applicant Tracking System. To apply, please visit: <https://www.applitrack.com/threeriversmontessori/onlineapp/>

Visit <https://threeriversmontessori.org/employment> for application information and open position postings.

*Three Rivers Montessori Charter School is an Equal Opportunity Employer and strongly supports a diverse and inclusive workplace.*