Job Description:

Kitchen Assistant

RIVERSIDE CHRISTIAN SCHOOL
Teaching & equipping tomorrow's Christian leaders

MISSION STATEMENT
Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

Brief Description: The Kitchen Assistant works in the kitchen and prepares and serves food under the direction of the Food Service Director. The Kitchen Assistant handles the cooking, serving, and cleaning that is necessary to operate an efficient daily food service operation. Strong communication, organizational, and leadership skills are essential, along with a commitment to Christian faith and values.

Responsible to: Food Program Director
Status: Part-Time (15-20 hrs)

Professional Qualifications:

- Experience in school or restaurant operations is desirable

Skills Qualifications:

- Demonstrates strong verbal and written communication skills.
- Evidence of strong organizational skills and ability to finish tasks in timely manner.
- Ability to work collaboratively in a team environment.
- Ability to multi-task.
- Technology skills with MS Office, preferred

Required Personal Qualities:

- Demonstrates strong verbal and written communication skills.
- Evidence of strong organizational skills and ability to finish tasks in timely manner.
- Ability to work collaboratively in a team environment.
- Ability to multi-task.
- Technology skills with MS Office, preferred.

KEY RESPONSIBILITIES AND DUTIES:

- Any preparation and serving of school lunches and other food service department responsibilities instructed by the Food Service Director.
- Maintain an orderly system for distributing meals efficiently
- Clean the cafeteria following each lunch session.
- Perform other related duties as assigned. Administration
- Reports to the Food Service Director
- Adheres to food safety regulations, dietary guidelines, and school policies.
- Required to complete and pass the Food Handlers Certification training course before the start of the school year.
- Required to complete Annual Basic Training by MN Dept of Education (located in Thief River Falls in mid-August). This training is mandatory information training to operate a food service under the MN Child Nutrition Food Program. Yearly hours are required for updated information.
- Ability to lift 60lbs.