

**Job Title:** Food Service Prep Assistant  
**Position Type:** Staff, Non-exempt, Part-time, 10-month  
**Reports to:** Lunch Manager  
**Salary:** Salaried – 12 hours per week 7:00am – 1:00pm T, TH

Whitefield Academy is a classical Christian school for Pre-Kindergarten – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

#### **Requirements**

- High school graduate
- Food Handlers Certification (or ability to obtain)
- Knowledge in institutional or quantity cooking
- Able to multi-task and handle many requests at one time quickly and efficiently
- Must be able to lift up to 40 pounds
- A self-starter able to work with or without supervision
- Good disposition, dependable, cooperative
- Member of an evangelical church able to affirm school's biblical, faith, and ethical standards

#### **Portrait of a Whitefield Lunch Assistant**

The Food Service Prep Assistant at Whitefield Academy is a passionate evangelical Christian who loves Christ, has a happy disposition and has a love for and enjoyment of children/teen-agers Pre-K through 12<sup>th</sup> grade. They are certified in safe food handling and enjoy working in the kitchen both with and without supervision, preparing food for the day's meal. They are skilled in the use of kitchen utensils and equipment and understand the necessity for orderliness and cleanliness and assist to maintain a clean, sanitized kitchen.

#### **Job Description**

- Follow safe food handling procedures in preparing school meals
- Assist in preparation of food
- Help plate and serve meals
- Assist in safe food storage
- Ensure aprons and kitchen laundry are laundered as necessary
- Assist in directing other lunch assistants and volunteers
- Load and unload dishwasher as needed
- Maintain a clean kitchen
- Sanitize food prep surfaces
- Maintain a clean and organized pantry
- Job requires use of kitchen utensils, kitchen knives, and kitchen equipment as well as, stooping, bending, walking and standing most of the work day

**Critical Performance Competencies**

- Positively support the school's policies and practices and work collaboratively in a professional organization
- Truthful, positive, and purposeful when communicating with others
- Flexible and adaptable in dealing with new, different or changing requirements
- Effective in handling multiple concurrent tasks
- Adhere to biblical standards in all areas of conduct

**Disclaimers**

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, Statement of Faith, Employee Handbook, and conduct themselves in a manner consistent with Biblical standards.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.

*Edited 06.20.2021*