



School Nutrition Program Assistant

The Food Service Program Assistant provides assistance for the school nutrition program for OHMCS, kitchen operation and on-site preparation of daily meals. Regular attendance is an essential function of this position.

Reports To: School Nutrition Program Manager

Mission

Preparing every student for tomorrow by nurturing the love of learning today.

Vision

Creating a space for students, families, and community members to thrive as they collaborate to learn, to celebrate, and to serve one another.

Core Values

- Independent thinking and self-reliance through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

About Oak Hill Montessori Community School

Building on a rich, 60-year legacy, Oak Hill Montessori transitioned to a Public Charter School in 2021 to increase accessibility of an authentic Montessori education. Oak Hill Montessori Community School (OHMCS) is proud to provide a unique point-of-view in education driven by the intrinsic motivation of students. We offer challenging academics while equally valuing social and emotional learning.

We serve children 16 months through 8th grade with our lower school being tuition based, and upper school being tuition-free.

General Summary of Position: This is a part-time, hourly non-exempt position, Monday-Friday, 9:45 a.m.-3:45 p.m., throughout the 10-month school year.

Essential Functions:

- Assists with daily food preparation, kitchen safety & proper food storage, maintaining the cleanliness of the food service and storage areas.
- Performs work within the scope of training and in compliance with School Nutrition Program and OHMCS policies and quality standards
- Cleans and maintains orderly, safe and sanitary conditions; cleans kitchen utensils and equipment.



- Demonstrates courteous and cooperative behavior when interacting with students and staff

Required Qualifications:

- High School Diploma or GED equivalent
- Ability to follow and maintain safety standards
- Ability to follow verbal and written instructions and procedures
- Ability and willingness to establish and maintain effective working relationships with co-workers
- Able to lift at least 10 lbs.
- Able to stand for long period of time
- Able to bend and pick up food service materials

Desired Qualifications:

- Food handling experience is preferred, including safety and sanitation practices and methods for food preparation, distribution and storage
- Experience with record keeping and records management
- Understanding of personal hygiene regulations
- Knowledge of customer service methods and practices
- Experience working with elementary-aged children

Salary & Benefits: \$19-\$21 per hour.

How to Apply: Persons interested in applying should send an email to apply@ohmcs.org with the following application materials attached:

- Cover Letter
- Resume
- List of References

Final candidates will be invited to interview in person at OHMCS. Final appointment to this position will be contingent upon completion of a criminal background check.

Application Deadline: Applications will be reviewed on a rolling basis upon receipt Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equity. As such, OHMCS believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. OHMCS's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment