



Three Rivers Montessori Charter School  
District 4266-07  
17267 Yale Street NW  
Elk River, MN 55330  
763-595-1213

## Three Rivers Montessori Charter School Food Service Assistant Job Description

### School Mission

Empowering students to reach their full potential through authentic Montessori learning.

**Position:** Food Service Assistant

**Rate:** \$14-\$16/hr.

**Employment Type:** Part-time

**Hours:** Monday through Friday, approximately 9:30 am-1:30 pm, when students are in session.

### Major Responsibilities

- Monitor the intake of catered lunches received daily.
- Complete temperature logs to maintain safety and compliance.
- Prep lunch upon arrival from the food service vendor and serve to classrooms on a prompt schedule.
- Comply with any and all state regulations regarding meal counts for students as well as participate in necessary initial or ongoing trainings.
- Comply with all sanitary measures concerning food preparation and cleanup.
- Take inventory and report on the ordering of food items to administration as needed.
- Responsible for the cleanliness of the entire kitchen space.
- Maintain a kind and flexible manner while performing duties and/or assisting in classrooms.

### Required Qualifications

- Minnesota Food Manager Certificate or the ability and/or willingness to begin the process upon acceptance of the position

### Start Date

08/29/2022

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**Application Process**

Submit your cover letter, application, and supporting documentation to [employment@threeriversmontessori.org](mailto:employment@threeriversmontessori.org)

Visit [www.threeriversmontessori.org](http://www.threeriversmontessori.org) for more information.

**Posted**

06/21/2022

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