



SPRUCE TREE MONTESSORI SCHOOL

JOB DESCRIPTION

Position:	School Chef & Educational Assistant
Status:	Part-time, school year, non-exempt
Salary:	Starting Salary: \$17.00 per hour, DOE
Schedule:	Monday, Wednesday, Thursday, Friday, 9:00 am - 2:00 pm Tuesday, 9:00 am - 5:00 pm Staff and program meeting attendance: regularly, schedule TBD

Job Summary

Provide sound educational leadership and guidance to students in the kitchen and in the classroom; apply the Montessori philosophy to food service preparation and planning to the best of your ability. Serve as the School Chef; planning for, purchasing, preparing, plating and serving hot lunch on each school day. Plan the daily snack and lunch menus, purchase ingredients and make, bake, and/or prepare daily hot lunch, managing the storage and waste of food. Organize and clean the kitchen accordingly, including washing dishes, cleaning appliances and loading/unloading dishwasher. Plate and serve meals to staff and students. Supervise lunch time as assigned. Report on the status of the lunch program, propose suggestions, and think critically about efficiency and budget of the program.

Collaborate with Children's House and Elementary Program staff and other support staff for best practices of behavioral management, social-emotional learning and support, practical and communication skills, enrichment activities, and community service.

Serve as a classroom substitute as scheduled. Promote the mission of Spruce Tree Montessori School; serve as an ambassador for the vision of Spruce Tree Montessori School; perform job duties as listed in attached job description and as assigned by the Head of School.

Serve as a break camp lead or assistant teacher if needed/as assigned to include implementation of themes, lesson/activity plans, materials preparation, coordinating daily activities (arrival, snack, nap, recess, dismissal), assist with the facilitation of assemblies/guest educators or speakers, and camp field trips.

Homemade Lunch Program Summary

Our lunch program goals are two-fold. At the forefront is the opportunity to provide convenience to busy parents and healthy, nourishing meals to our active students, but the added benefit is that because Spruce Tree students enjoy practical life skills curriculum to include food preparation, cooking, and baking at all levels, they are invited to assist with lunch preparation on a rotational, regular basis. Our lunch program supplements the elementary level cooking curriculum and provides practical application of the food prep skills students learn and master.

In addition, there is great opportunity to utilize garden-grown, locally sourced vegetables and meats in our menus. Simple, homemade, delicious, whole foods are a part of our daily menu.

Job Qualifications

- BS, BA or AA degree, or progress toward a college degree, or equivalent experience
- Interest in the Montessori philosophy
- Some experience in a classroom or childcare setting
- Experience in a home or commercial kitchen, food prep job, or related experience
- Strong organizational and efficient time management skills
- Ability to plan, present and demonstrate cooking activities to children ages 3 - 12
- Ability to plan, shop for, organize, prep and cook lunch for 20 - 25 students, staff and/or parents daily
- Ability to plan, shop for, organize, facilitate snack prep for 90 students daily

Job Duties

All of the below duties shall be performed under the direction of or in consultation with the Head of School:

1. Understand and abide by all school policies as stated in the Spruce Tree Montessori School Parent/ Student Handbook and Employee Handbook.
2. Function as a facilitator of learning; a resource person, educational guide, role model, demonstrator, and observer and recorder of student behavior and growth.
3. Support the development of students academically, socially, emotionally and physically.
4. Implement cooking curriculum aligned with school vision.
5. Develop a lunch menu aligned with school vision for approval by Head of School and present and/or distribute to school community in a timely manner.
6. Purchase ingredients, food service supplies and necessary kitchen items according to budget.
7. Create a food purchase log or other means to track food expenditures, waste and related consumption statistics in an effort to continually improve kitchen efficiency.
8. Supervise students during food preparation.
9. Manage the responsible use of the kitchen and its contents; clean and organize cabinets, appliances and other items to ensure kitchen is well stocked and presentable at all times.
10. Create a kitchen learning environment that is safe, clean, stimulating, inspiring and fun.
11. Assume responsibility for the safety and security of students.
12. Establish an environment where respect, acceptance and trust between student and teacher allow creativity to flourish.
13. Work collaboratively with Spruce Tree Montessori staff to engage student interest in various forms of culinary activity.
14. Share and discuss child behavioral and/or learning challenges with Spruce Tree Montessori staff in order to best remedy said challenges.
15. Attend core school events as calendared; attend staff meetings and program meetings as scheduled.

16. Assist with parent outreach and community public relations by occasionally assisting with youth activities during "Montessori Monday" programs or presenting on culinary curriculum and cooking activities.
17. Work in coordination with the Head of School, Elementary Teachers, and Children's House Teachers for promotion of a healthy lifestyle.
18. Serve as a substitute teacher during the school day as the need arises or as assigned.
19. Professionally represent the vision of the Head of School and work to achieve the school's mission through mindful work habits and attention to detail.
20. Perform other duties as assigned by the Head of School.

Daily Schedule

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| 9 - 10 | Snack pre-prep as needed for the next day; organization, prep |
| 10 - 11:45 | Depending on lunch, begin lunch prep, entertain sous chefs from elementary
"Clean as you go" (mixing bowls, snack platters, rinse/drip dry snack plates) |
| 11:50 | Plated and ready for Elementary / by noon, final plating |
| 11:55 - 12:30 | Lunch Service |
| 12:30 - 1 | Load dishwasher (lunch plates on top), serving dishes or pans on bottom unless already washed during prep time.
Put snack plates away. |

approx 1 - 1:30 Personal lunch break