



Job Title: Temporary Kitchen Assistant

Role Overview

Kirby School is looking for a hardworking and positive **Kitchen Assistant** to join our team on a temporary basis. You will play a vital role in ensuring our students and staff receive healthy meals in a clean, welcoming environment. From prepping fresh fruit to keeping the café sparkling, your support helps our kitchen run smoothly. We serve lunch to around 85 people per day. This role would report to our Executive Chef and/or our Chief of Staff.

Key Responsibilities

- **Food Preparation:** Assist with basic prep, including washing and cutting fruit and vegetables, assembling simple salads, and preparing the beverage bar.
- **Meal Service:** Help heat and organize main courses according to the daily menu and assist with light plating.
- **Cleaning & Sanitation:** Maintain high standards of cleanliness in the kitchen and café seating area.
- **Dishwashing:** Manage the cleanup of dishes, cutlery, and cookware during and after the lunch service.
- **Safety:** Follow all food safety and health protocols to ensure a safe environment for our school community.

What We're Looking For

- **Reliability:** You show up on time and ready to dive in.
- **Efficiency:** You can handle a fast-paced "lunch rush" with a calm attitude.
- **Team Player:** You're happy to jump in wherever help is needed most.
- **Experience:** Previous experience in a kitchen or cafeteria is a plus, but a great work ethic is our top priority.
- **Clearance:** Must be able to pass a standard background check (required for working in a school environment).

Physical Requirements

- Ability to stand and walk for extended periods (up to 4 hours at a time).
- Ability to lift and carry up to 30 pounds.
- Ability to perform repetitive tasks such as food prep and dishwashing.
- Frequent bending, reaching, twisting, and carrying items throughout the kitchen and café area.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Pay rate: \$20-22 per hour, depending on experience

Hours: 10:00am-2:00pm Monday through Friday (when school is in session)

Please email your resume and references to kvelo@kirby.org for consideration.

Kirby School does not discriminate on the basis of race, color, sex, religion, sexual orientation, disability, national origin, or any other characteristic protected by law.