

Position Title: Cook / ELOP Program Assistant
Position No: 10366800
Position Type: Full-Time
Classification: Non-Exempt
Classified Salary Schedule: Group 1
Reports To: Superintendent/Principal

Position Summary

The **Cook & ELOP Program Assistant** is a full-time, dual-responsibility position essential to our school community. This role is responsible for preparing, cooking, and serving nutritious meals and snacks in accordance with county health codes, as well as maintaining a pristine, sanitized kitchen environment. Following daily meal service, this position transitions into supporting our Expanded Learning Opportunities Program (ELOP) by supervising students, supporting classroom activities, and participating in program field trips, including during break/summer camps.

Key Responsibilities

1. Food Preparation & Kitchen Operations

- **Meal Service:** Cook, prepare, and serve nutritious breakfast, snacks, and lunch daily to students following planned menus and dietary guidelines.
- **Health & Safety Compliance:** Ensure strict adherence to County Health Department guidelines regarding food storage, sanitation, and safety.
- **Temperature Monitoring:** Serve as the primary person responsible for taking, logging, and maintaining proper food and equipment temperatures (holding, cooking, refrigeration, and freezing) to pass all county health inspections.
- **Sanitation & Dishwashing:** Clean and sanitize all dishware, cookware, utensils, and kitchen equipment using proper commercial three-compartment sink or dishwashing machine procedures.
- **Kitchen Maintenance:** Maintain a safe, swept, mopped, and fully sanitized kitchen environment daily.

2. ELOP Student Support & Supervision

- **Direct Student Care:** Supervise and engage with students in classrooms and outdoor spaces during ELOP program hours.
- **Program Assistance:** Assist classroom staff with activities, student check-in/check-out, and maintaining a positive, structured learning environment.
- **Field Trip Support:** Accompany and actively supervise students on all ELOP field trips.

3. Extended Year & Camp Coverage

- Provide meal services (snacks/lunches) **and** direct student supervision during all scheduled ELOP camps and special sessions, including:
 - **Thanksgiving Break:** 2 Days
 - **Spring Break:** 1 Week

- **Summer Camp:** 3 Weeks (June/July)
- **Jumpstart Summer School:** 2 Weeks (prior to the start of the school year)

Daily Schedule Overview

- **Monday, Tuesday, Wednesday, & Friday:**
 - **Morning – 2:50 PM:** Kitchen duties (Food prep, cooking, serving breakfast/lunch/snacks, kitchen cleanup, temperature logs, sanitation).
 - **2:50 PM – 4:00 PM:** ELOP Program support (Classroom supervision, student activities).
- **Thursday (Early Release Schedule):**
 - **Morning – 1:00 PM:** Kitchen duties and lunch cleanup.
 - **1:00 PM – 4:00 PM:** ELOP Program support (Classroom/outdoor supervision, activity support).

(Note: Schedule during ELOP camps and summer sessions will be adjusted based on camp hours and field trip schedules).

Qualifications & Requirements

Required:

- **Certification:** Food Handler Card or ServSafe Certified (or willingness to obtain prior to hire).
- **Experience:** Experience in high-volume food preparation, commercial kitchen operations, or school cafeteria settings.
- **Background Check:** FBI/DOJ Fingerprint Clearance and TB (Tuberculosis) Clearance required prior to employment.
- **Certifications:** First Aid and CPR Certification (or willingness to obtain within 30 days of hire).

Knowledge, Skills, & Abilities:

- Strong working knowledge of commercial kitchen equipment, sanitation protocols, and county health inspection standards.
- Ability to work effectively with children of various ages and maintain a warm, safe environment.
- Strong communication skills and ability to transition smoothly between kitchen duties and child supervision.
- Excellent time-management skills to ensure all meal service cleanup is completed efficiently before transitioning to ELOP responsibilities.

Physical Requirements:

- Ability to stand, walk, bend, and lift up to 40–50 lbs regularly (food crates, large pots, supplies).
- Ability to work in hot environments near stoves/ovens and cold environments (walk-in freezers).

- Active physical stamina required to supervise children outdoors and participate in field trips.

Note: This job description outlines the primary functions of the role but is not an exhaustive list of all responsibilities. The Superintendent/Principal may assign additional operational duties to ensure the seamless running of Spencer Valley School.