



Mission Statement:

Birch Grove Community School will promote academic excellence utilizing our unique natural setting allowing students to reach their potential, preparing them to become socially and environmentally responsible, self-directed, lifelong learners.

Birch Grove Community School, a unique elementary school located on the beautiful North Shore of Lake Superior in Tofta, Minnesota is currently looking for a *highly motivated*, PT School Cook.

Currently, hot lunch days are Mondays, Tuesday, and Thursdays according to the school calendar. Our program is an in-house hot lunch program. The program does not need to follow the National Hot Lunch requirements.

Requirements and responsibilities for the School Cook includes, but is not limited to:

- Commit yourself fully to the 2022-2023 school year
- Bring energy and enthusiasm to students everyday
- Prepare meal menus one month in advance and turn into the office
- Research food and milk prices to ensure fiscal responsibility
- Purchase food, milk and other needed items (mileage to be reimbursed)
- Stock groceries on shelves, refrigerator, and freezer
- Create and maintain positive relationships with local food and milk vendors
- Prepare and serve meals that are nutritious and appeal to young children
- Monitor student satisfaction/consumption of meals and make appropriate changes as necessary
- Follow the minimal lunch menu rules previously set, and be creative with the cook's choice options
- Add special touches to holiday/celebratory lunches
- Prepare Community Lunch monthly (this may be eliminated or reduced for the 22-23 school year depending on the status of the pandemic). Assistants/volunteers will help these days
- Prepare breakfast 6 days out of the school year for MCA/NWEA testing days
- Clean trays, silverware, etc. as well as the kitchen itself after each meal served
- Turn in receipts for all transactions - keep good records
- Build and maintain positive relationships/communications with students, parents, staff and the public
- Communicate with the School Director concerning the in-house hot lunch program
- Other requirements and responsibilities may be added at the School Director's discretion
- Must be able to successfully pass a background test

Hourly rate dependent upon experience.

Equal Opportunity Employer.

Process:

After visiting our school website at www.birchgroveschool.com submit the Application for Employment form, a Letter of Interest, and resume to Birch Grove Community School at birchgrove@boreal.org Position will remain open until filled.

Diane Blanchette, Director

Birch Grove Community School

"Where Roots Grow Deep and Branches Reach High!"