



# ELEMENTARY FOOD SERVICE ASSISTANT

## To Apply

**Posted:** April 30, 2025

**Position Title:** Food Service Assistant

**Job Type:** Part time (up to 29 hours)/School Year

**Start Date:** September 2025

**School:** Grace Christian Elementary School

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Contact Person:** Kaylene Brown, Human Resources

**Contact Phone:** (541) 608-1315

**Contact Email:** kbrown@gracechristian.org

**Minimum Requirements:** Food service experience required. School lunch service experience preferred.

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Food Service Assistant

**Status:** Non-Exempt Employee/Classified hourly

**Reports to:** School Principal

**General Description:** The Food Service Assistant assists in the preparation and serving of the school's lunch and snack programs. This person works to provide for a healthy child nutrition program.

## QUALIFICATIONS:

### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Support schools' mission, vision, core values.

### Knowledge and Experience

- Nutrition, sanitation, operation regulations and requirements and use and care of institutional equipment and utensils.
- Learn and follow Federal, State, Local, District and Foodservice policies and regulations.
- Quantity meal production, planning and scheduling.
- Procedures used in ordering, receiving, storing, and inventorying food and supplies.

- Receive training in licensing and health requirements for kitchen operation and food preparation.
- Consistently exhibit a positive attitude toward life and toward people.
- Portray a positive example in appearance, posture, language, etc.
- Work effectively with others and communicate well with students, faculty, and parents.
- Listen to others without interrupting; keep emotions under control.
- Welcomes counsel and constructive critique.
- Interact appropriately in potentially volatile situations.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflect the purpose of the school which is to honor Christ in every activity.
- Model in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourage students to accept God's gift of salvation and support their growth in Christian faith.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Follow the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

### **Position Responsibilities**

- Prepares school lunches and assists with service of food to students.
- Maintain food service facilities in a clean and orderly condition.
- Help with set up and cleanup of the serving area, food, equipment and supplies.
- Shop for food items if needed.
- Ensure compliance with State and Federal laws, regulations, safety and sanitation procedures.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff and parents.
- Considers all spiritual leadership functions to be a vital responsibility of this position.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal kitchen levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly.

- Physical agility to lift or move up to 25 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move kitchen equipment.

**Note:** *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*