



Bear Creek
COMMUNITY CHARTER SCHOOL



JOIN OUR FOOD SERVICE TEAM!

Full-time Culinary Assistant

Work days when school is in session.



Help prepare and serve nutritious meals for students.

APPLY TODAY!

Print, complete and mail the **General Employment Application** found on our web at www.bearcreekschool.com and mail to:

Bear Creek Community Charter School, 30 Charter School Way, Bear Creek Township, PA 18702.

Bear Creek Community Charter School is an Equal Opportunity Employer.

JOB BENEFITS

- Full time, \$16.00 per hour to start.
- Annual performance-based wage increases.
- Fully-paid health care, vision and dental for the employee.
- Paid time off.
- 403b retirement plan.
- Free daily meals.



Food Service Culinary Assistant Job Profile

Reports To: Food Service Director

Base Wage: \$16.00 / Hour

Status: Full Time – Ten Months

FLSA: Non-Exempt

Created: August 7, 2025

Schedule: Monday through Friday
6:00 a.m. to 2:00 p.m.

Position Summary

Under the direction of the Food Service Director, the Culinary Assistant assists in the preparation and serving of hot and cold foods for consumption by students and staff, performs routine cashiering duties and record-keeping, and maintains food service facilities, equipment and utensils in a clean and sanitary condition.

Essential Functions

1. Consistently promotes and upholds the school's mission and core values.
2. Adheres to all appropriate school policies and procedures, as well as state and federal standards and regulations regarding the school food service program.
3. Follows established work schedules to ensure the operational efficiency and effectiveness of the food service program. Arrives for work on time and ready to successfully complete assignments.
4. Follows approved recipes and estimates food items needed; inspects, weighs, measures, washes and otherwise prepares food items for cooking and serving.
5. Operates and/or utilizes various pieces of kitchen equipment such as ovens, stove tops, mixers, slicers, the setting up and breaking down of dishwasher.
6. Assists in the preparation of meals, which involves cooking, baking and using various utensils and kitchen equipment; may perform specialized duties such as preparing meats, vegetables, salads and sandwiches, etc.
7. Successfully performs duties associated with the various stations within the kitchen, including but not limited to the operation of cashier/point of sale system, setting up steam tables, and operating serving lines with necessary items to serve menu items to students and staff.
8. Consistently ensures that all foods meet high standards for quality, freshness, taste and appearance and that required sanitary levels are maintained throughout the food preparation process.

9. Performs duties meeting safety and health standards as prescribed by USDA and state authorities as well as the School's food safety plan (HACCP: Hazardous Analysis, Critical and Control Points).
10. Continually stocks and restocks serving line food items as needed. Following HAACP food safety procedures, removes items and or completes corrective action for all food items outside of the temperature danger zone.
11. Maintains the cleanliness of the kitchen and dining hall areas including washing dishes, cleaning counters, sweeping and mopping floors. Cleans freezers, coolers, storage areas, serving lines, kitchen equipment, and maintains garbage collection areas.
12. Communicates with supervisor notifying of equipment failures, food shortages and supplies needed for successful program operation .
13. Sorts and puts away all, clean and air dried, utensils, trays and pots and pans.
14. Disposes of waste, recycling and compost materials.
15. Follows money handling procedures and point-of-sale close out duties according to established guidelines.
16. Interacts in a professional manner with supervisor, students, parents, teachers, school staff and administration.
17. Attends required meetings and completes required training within prescribed timelines.
18. Support a culture of continuous learning and improvement.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Protect confidentiality of records and information about students and staff, using discretion when sharing any such information within legal confines.
21. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
22. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
23. Effectively utilize technology and/or electronic equipment to support the fulfillment of responsibilities.
24. Perform any other duties and responsibilities as assigned and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. A high school diploma.
2. Prior school food service experience or experience working in a high-volume institutional food service setting.
3. Successful demonstration of skills relating to communication and problem solving.
4. Demonstrate integrity and good moral character.
5. Exhibit a personality that demonstrates interpersonal skills that relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
8. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Ability to obtain the appropriate state and federal background checks and clearances acceptable to the school and required for ongoing employment in a public school setting.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
11. Meet such alternatives to the above qualifications as the Food Service Director Chief Executive Officer may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The Culinary Assistant must be physically able to exert up to 100 pounds of force occasionally, and/or a negligible amount of force constantly to move or restrict persons or objects. He/she must occasionally lift and/or move up to 50 pounds.

While performing the functions of this job, the employee is occasionally exposed to cold, heat, and a wet environment.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk, sit, reach with hands and arms; and is occasionally required to climb or balance, stoop, kneel, or crouch.

Employee must be willing to work additional hours/overtime as requested, including after-school activities.

Employees must be able to drive or otherwise successfully transition to and from the workplace.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to students, staff members or other stakeholders.
- Read a variety of correspondences, manuals, journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety information in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to understand policies and procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently at a variety of levels, with students of various age groups and abilities, along with parents and other professionals.
- Utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.
- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking includes, but is not limited to, expressing or exchanging ideas by means of spoken words. Hearing includes, but is not limited to, perceiving nature of sounds by ear. Must be able to communicate via telephone, as well as e-mail and in person.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

ACKNOWLEDGMENT

I, _____, have read and received a copy of this job description for the position of Food Service Culinary Assistant and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date