



Part-Time Cafeteria Assistant

Job Description

We are seeking a part-time Cafeteria Aide for City Language Immersion Charter (CLIC), an innovative, dual language immersion program in the West Adams neighborhood of Los Angeles.

Our vision is the creation of a community of learners founded on three pillars: Educational Excellence, Diversity, and Community. We are a dual language (Spanish) 90:10 model school that integrates research based best practices with a constructivist and social justice lens.

The Cafeteria Assistant position was established for the purpose of assisting cafeteria personnel in checking in students when walking through to pick up food as well as maintaining the meal service areas in a safe and sanitary condition. Cafeteria Assistant will report to Cafeteria Manager and Director of Operations and works closely with other cafeteria assistant.

Our Mission

CLIC provides an exceptional education to a diverse student body. Through individual attention in a supportive and dynamic learning environment, students become creative and critical thinkers who ask questions, debate, and express ideas fearlessly and respectfully. With a focus on civic responsibility, dual language learning, and the written word, CLIC students are prepared for a lifetime of meaningful work and ongoing service to a cause greater than themselves. For more information, see www.citycharterschools.org/CLIC.

The ideal candidate should have:

- Fluency in English and Spanish language
- Experience in a school cafeteria setting and use of kitchen equipment
- Enthusiasm for the school's values, mission and educational philosophy
- Enthusiasm to work as part of a team
- Excellent communication skills
- Experience working with young children in an elementary school setting

Responsibilities will include:

- Attend professional development and other required meetings
- Assists in meal service setup and breakdown (food items, supplies, serving lines, food warmer, etc.)
- Assists in distribution of meals when needed
- Operates standard commercial kitchen equipment and reports any malfunctions
- Assists in evaluating delivered meals appearance, temperature and quantities
- Assists in keeping inventory of supplies and reports when inventory is low
- Responsible for accurately marking students that go through meal pickup line for the purpose of securing funds for reimbursements.
- Maintains strict confidentiality on meal qualification status
- Assists in cleaning meal service area, student tables, kitchen equipment and floors throughout the day
- Meets all standards of local, state and federal health and food regulations
- Maintain a high level of professionalism including regular, punctual attendance, dress and decorum
- Assist the administrative and or support staff as needed
- Attends in service trainings, workshops, etc. for the purpose of gathering information required to perform job functions
- Perform other duties as assigned by Cafeteria Manager

City Language Immersion Charter is an equal opportunity employer. We do not discriminate on the basis of race, color, region, sex, sexual orientation, gender identity, national identity, national origin, veteran, or disability status.

To apply, please submit resume to Gaby Zúñiga, Director of Operations at gzuniga@citycharterschools.org. Please, no calls about the position.