



Job Description

Position: Kitchen Coordinator

Reports to: Business Office

Position Status: 50% of full time, Non-Exempt

Summary

The Marin School, an independent college-preparatory high school in San Rafael, California, seeks a Kitchen Coordinator to assist with our lunch program. This is an hourly 10-month position. The hours are M-F, approximately 10am to 2pm on all days that lunch is served. In addition, the coordinator works occasionally on evenings and weekends for school events. The work schedule aligns with school holidays and breaks, with time off over major holidays, summers, and private school breaks. The position starts late-August.

The Marin School currently serves 80 students in grades 9-12. We honor each student's unique learning style and act in accordance with an unshakable belief in the potential of each and every student. Our motto is "Small School. Big Impact." Class size at the school is small by design (7-10 students) to allow teachers to fully understand their students and give teachers the ability to personalize their instruction with experiential learning, innovative lessons and non-traditional, yet effective, learning opportunities.

TMS will receive prepared food from a caterer and the Kitchen Coordinator would be responsible for heating, assembling, serving food, and cleaning up.

Essential Functions

- Work as liaison between TMS and our catering company.
- Answer parent questions regarding the lunch program.
- Ensure kitchen sanitation to meet required standards.
- Prep, heat and serve food for lunch, snacks and other school events.

Qualifications

An ideal candidate works well with others and can work independently and multitask in a busy-small kitchen.

Qualified candidates must possess the following:

- Restaurant or catering experience preferred
- Committed to quality
- Is enthusiastic, positive, dedicated and has a sense of humor; a customer service orientation is especially important.
- Can build and maintain an interactive relationship with the school community.
- Accountability and dependability are essential.

Candidates will need to complete the Live Scan fingerprinting process prior to starting the position.

Hourly Rate: \$20-\$25

How to Apply:

Please send a letter of interest, statement of teaching philosophy, a current CV or résumé, and a list of four professional references with contact information to jobs@themarinschool.org No phone calls please.