



**Detroit Prep (DP)** is a K-8 public charter school located at 8411 Sylvester St, Detroit, serving 450 students. Learn more about our school at [detroitprept.org](http://detroitprept.org)!

**Detroit Prep** exists to provide a world-class, equitable education that will give a diverse group of students a foundation of academic excellence and character development while fostering a love of learning and passion for exploring and fulfilling their extraordinary potential as learners, leaders, and world-changers.

**POSITION OVERVIEW: LUNCH AIDE, 2023-2024 SCHOOL YEAR**  
**PART TIME: 15-23 HOURS / WEEK, 10 MONTHS**  
**AVERAGE WORK HOURS: 10:00AM - 2:00PM**  
**PAY RATE: \$17-25 / HOUR\***

The Lunch Aide is responsible for preparing and serving food, maintaining outstanding food safety standards, and cleaning up while providing exceptional customer service to students and the school staff.

This position is part-time (~20 hours per week), and reporting hours will be from approximately 10am-2pm daily when school is in session.

This job description is meant to provide structure to the responsibilities and accountability of this position. There may be additional responsibilities assigned as the needs of students and of the school arise. The Lunch Aide will report to the Operations Manager and Head of School.

*\*Compensation offered is based on experience and performance.*

#### **PRIMARY RESPONSIBILITIES**

- Maintains a food safe environment, complying with State, Federal, Edibles Rex, Detroit Health Department and school district food safety policies
- Ensures the kitchen area is clean before, during and after service
- Maintains food at the correct temperatures and completes daily logs of food temperatures
- Works under pressure in a fast-paced environment
- Adapts to an ever-changing daily work environment
- Observes and creates a safe work and serving environment
- Ensures adequate supply of condiments, milk, back-up meals, and supplies
- Serves the correct portion of designated food items
- Monitors meal service by using PoS systems, tally systems or other meal tracking systems.
- Maintains necessary safety equipment, signage and logs in a clean and organized way in the kitchen
- Establishes a culture of respect, hard work, consistency, and effective communications with all team members

- Effectively communicates to management any issues or concerns that may affect food safety or quality as well as customer issues
- Follows school policies and procedures with 100% compliance

**Physical demands:**

- Standing for extended periods of time
- Use of hands and arms frequently
- Preparing and serving hot and cold meals daily
- Lifting up to 30 pounds, squatting, carrying pans of food, milk crates, and bread racks
- Adhering to all safety protocols to maintain a clean and safe environment for both students and staff

**Work Environment:**

- Climate controlled kitchen of a school cafeteria, with stoves, ovens, warmers, steam tables, and serving utensils

## QUALIFICATIONS

- Prior experience with food service, math and social skills
- Exceptional customer service skills
- At least 6 months in a fast food or related environment
- A high school diploma or GED required.
- Effective, clear written and oral communication skills
- Proven emotional constancy—staying poised and positive under pressure
- Strong attention to detail
- **Qualities we love in candidates:** dedication to our mission, determination, strong communication, team player, growth mindset, reflective attitude, flexibility, professional integrity.

**To apply, submit your contact information, resume and a few sentences explaining why you are the perfect fit for this role to [careers@detroitachievement.org](mailto:careers@detroitachievement.org).**

*Detroit Achievement Academy and Detroit Prep are dedicated to equal employment opportunities and fair labor practices. Detroit Achievement Academy and Detroit Prep provide equal employment opportunities to all individuals based on job-related qualifications, and the ability to perform a job without regard to gender, age, race, color, religion, national origin, sexual orientation, veteran status, marital status, or disability. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. This Organization participates in E-Verify. Esta Organización participa en E-Verify.*