



# Circle of Life Academy

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White Earth, MN 56591  
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"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

## Job Announcement

**Position: Cook**

**Open: 12-12-2024**

**Location: W.E. Circle of Life Academy**

**Close:01/03/2025**

**Pay: \$20.42/hr.**

**Benefits: Full**

**Status: Full Time**

This position is responsible for overseeing the planning for, preparation of, and service of food to students in order to provide nutritional meals that meet all State and Federal Breakfast and Lunch Program Guidelines.

### Outcomes:

- Prepare and serve meals for students and staff in accordance with State and Federal guidelines for school food service programs.
  - a. Develop a cycle menu that is compliant with State and Federal guidelines.
  - b. Serve meals efficiently and in compliance with State and Federal portion size, nutrition requirements, and temperature guidelines.
  - c. Maintain accurate food production records, food temp records, and recipes.
  - d. Knowledgeable of food service guidelines.
  - e. Responsible for the **on-line** ordering of food service supplies.
  - f. Receive food orders inspecting for accuracy and quality of products.
  - g. Maintain cleanliness in food storage areas, following food safety guidelines.
- Compile and maintain accurate records of food purchases, food inventories, and food service equipment and supplies.
  - a. Inventory food supplies.
  - b. Follow state and federal procurement regulations.
  - c. Complete yearly (required) professional standards/training.
  - d. Prepare meals for special events.
  - h. Follow the school calendar.

### Knowledge, Skills & Abilities:

- Knowledge of State and Federal guidelines regarding nutrition and school food service guidelines.
- Knowledge of food purchase and preparation.
- Skills at food service budget management.
- Ability to work collaboratively with co-workers.
- Ability to determine and prepare an appropriate number of meals for breakfast and lunch.
- Knowledge of principles and processes for providing good student customer service.
- Static Strength – The ability to exert maximum muscle force to lift, push, pull or carry objects.
- Frequent lifting of up to 50 lbs.

### Qualifications include:

- High School Diploma or GED.
- Prefer Culinary Arts degree.
- Food Safety Manger certificate
- Must be able to pass a criminal background check and drug screening.

**Send applications to:**

**Circle of Life Academy  
Attn: Human Resources  
P.O. Box 447  
White Earth, MN 56591**

**Download applications at: [circleoflifeacademy.org](http://circleoflifeacademy.org)**