



Circle of Life Academy

35223 Mission Road
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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: Assistant Cook-Part-Time

Open: 09-11-2025

Location: W.E. Circle of Life Academy

Close: 09-25-2025

Pay: \$20.42/hr.

Benefits: 401K & PTO

Status: Part-Time (20Hours per week)

This position is responsible for assisting the Food Service Manager with the preparation of student meals, daily kitchen duties 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. Serve meals efficiently and in compliance with State and Federal portion size, nutrition requirements, and temperature guidelines.
 - b. Knowledgeable of food service guidelines.
 - c. Assist Food Service Manager with production records and temperature records.
 - d. Maintain cleanliness in work areas, equipment, dishes, silverware and food storage areas, following food safety guidelines.
 - e. Complete yearly (required) professional standards/training.
 - f. Prepare meals for special events.
 - g. Follow the school calendar.

Knowledge, Skills & Abilities:

- Knowledge of State and Federal guidelines regarding nutrition and school food service guidelines.
- Knowledge of food preparation.
- Ability to work collaboratively with co-workers.
- 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 Food Safety certificate and/or one year experience in food preparation in a public institution.
- Must be able to pass a criminal background check and drug screening.
- Valid Drivers License

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

Download applications at: www.whiteearth.com

EEO with Native Preference

A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.