

# New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



**District Office**  
306 Ash Avenue South  
New Richland, MN 56072  
(507)465-3206  
Fax (507)465-8633  
Dale Carlson, Superintendent

**Secondary School**  
306 Ash Avenue South  
New Richland, MN 56072  
(507)465-3205  
Fax (507)465-8633  
David Bunn, Principal

**Elementary School**  
600 School Street  
Ellendale, MN 56026  
(507)684-3181  
Fax (507)684-2108  
Douglas Anderson, Principal

*Empowering students with knowledge and skills to succeed*

## Position Posting

### NRHEG Elementary School

#### Our Mission

Empowering students with knowledge and skills to succeed.

#### Our Vision

To be the school district of choice, inspiring excellence in academics, arts, and activities.

**Position Type:** Assistant Cook  
**Date Posted:** November 4, 2020  
**Location:** NRHEG Elementary School  
**Hours/Week:** 37.5 hours per week-6:30 a.m.-2:30 p.m.  
**Date Available:** January 4, 2021

#### **Position Expectations:**

Work under the direction of the head cook  
Support and perform other duties as assigned  
Prepare and cook food  
Serve students and staff

Take responsibility when the head cook is not present

**Maintain Kitchen:** The assistant cook will ensure the kitchen, including all appliances and utensils, is clean. They will clean and sanitize work areas and equipment according to established protocol, deep-cleaning equipment, and work areas as needed. During food service, the cook assistant is responsible for keeping the station fully stocked and in working order. Prepare meals for that day of service. They also maintain food production records, notify supervisors when supplies are low, unpack deliveries, and restock work areas.

**Storage and Disposal of Food:** The assistant cook is usually responsible for the storage of food, both incoming stock, and leftovers. They often unload delivery trucks and ensure that food is stored in the appropriate conditions. After food service, the cook assistant is responsible for determining if leftovers of either prepared or partially prepared food can be reused or if they must be disposed of.

#### **Position Qualifications:**

- \*High school diploma or equivalent.
- \*Basic mathematics, communication, and computer skills.
- \*Food preparation experience or training.
- \*Ability to obtain Food safety certification
- \*Ability to work in a team approach
- \*Must be physically capable of necessary lifting
- \*Ability and interest in working with students

#### **Send application and letter of interest to:**

Doug Anderson, NRHEG Elementary Principal  
600 School St  
Ellendale, MN 56026  
507-416-2102  
[danderson@nrheg.k12.mn.us](mailto:danderson@nrheg.k12.mn.us)

Application address: <http://nrheg.k12.mn.us/pages/NRHEG>