



Inspire and Challenge.

At Belmont Day School, we foster intellectual curiosity, honor differences, and empower meaningful contribution with excellence, respect, honesty, responsibility, caring, and joy.

Culinary Support Associate

Belmont Day School is committed to providing nutritious and delicious foods, snacks, and hydration throughout the day that fuels learning, health, and wellness among students and faculty. The Culinary Support Associate is part of a team that supports this purpose and is responsible for maintaining a pleasant, neat, welcoming, and professional atmosphere around all food service for students, faculty, and visitors

The position is part of a five-person team employed by the school that provides high-quality meals (daily lunch) made “from scratch” with whole, fresh ingredients. The position reports to the food program director and supports primarily the assistant chef in the culinary component of the school food program. The position collaborates with customer service staff. Requires some evening and occasional weekend work for special events. This is a 32-hour per week (Monday through Thursday, 7:30 a.m. to 3:30 p.m.), non-exempt, benefits-eligible position.

Responsibilities:

- Handle all foods in a safe and sanitary manner in accordance with the local department of health guidelines, including the wearing and frequent changing of disposable gloves, the wearing of a professional jacket, and of hair restraints as directed by the food program director. Observation of all COVID policies of the school.
- Assist with receipt, breakdown, and storing of all food deliveries.
- Review daily lunch menu and production sheets with assistant chef and food program director, including items hot and cold salad bar, alternative meal items for students with food allergies, and any items prepared from scratch for the snack service.
- Assist assistant chef in the execution of production plan.
- Retrieve items from storage.
- Organizes and preps ingredients and garnishes for lunch service (hot and cold items).
- With the help of the customer service coordinator deliver menu items to dining tables and hot/cold salad bar for all four lunch periods.
- Assist with the food-related breakdown of lunch service, specifically: cooling down, re-panning, labeling of foods for future use, and returning all such foods to the refrigerator or freezer.
- Following lunch service, review the next day's lunch menu with the assistant chef and food program director.
- Assist with prep to the extent possible in the afternoon for the following day's lunch service.
- Under the supervision of the assistant chef, is responsible for organization and cleanliness of all dry food storage and refrigerators and freezers, including the labeling and rotating of all foods, labeling of all foods with allergy-related ingredients, and for general identification of beverages and leftover prepared foods in refrigerator and freezer.
- Assists with the thorough cleaning and sanitizing of food preparation equipment.
- Perform any other tasks as assigned by the food program director.

Qualifications:

- 3-5 years of experience in food production in a commercial kitchen
- Knowledge of safe food handling practices, Serv-Safe certification preferred
- Good knife skills
- Organization

- Ability to work with others as a part of a team
- Ability to follow directions
- Ability to multi-task and work in conditions that are often rushed or hot
- Strong written and verbal communication skills required
- Must be able to lift 30 lbs.

Please submit a cover letter specific to this position along with a resume to careers@belmontday.org.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.