

## MISSION STATEMENT

**Immaculate Conception Regional School provides an education rooted in Catholic beliefs and values for the students in Skagit and surrounding counties. ICRS stresses the spiritual, moral, intellectual, and physical development of its students, while fostering community among students, parents and staff.**

ICRS is looking for an energetic and collaborative candidate to serve as Kitchen Director and St. Joseph Center hospitality worker. Hours are 10:15-1:45, Mon-Fri. of school days, and variable hours on evenings and weekends. These are the job requirements:

- Have a food service card
- Pick up lunches from MVSD
- Serve the lunches according to the menu
- Inventory, order, and pick up milk to be served with lunches
- Keep the kitchen clean
- Take care of all left-over food, avoiding food waste
- Ensure that there is food for hungry students that can be warmed up if needed
- Assist the lunch duty
- Ensure that all food-safety rules are followed
- Work with the St. Joseph Center coordinator to support and monitor events some evenings and weekends
- Ensure that equipment is maintained according to schedule
- Act as recess duty at 1:30
- Maintain an inventory of St. Joe's equipment – tables, chairs, kitchen supplies

An ideal candidate will

- Joyfully work with children
- Take responsibility for providing lunch to ICRS students
- Take responsibility for the maintenance and upkeep of St. Joe's kitchen and foyer
- Be a friendly and helpful presence at St. Joe's events
- Collaborate with ICRS staff to support the ICRS mission

Compensation: \$17-\$19 per hour

Interested candidates should submit a resume and contact Sarah Rutherford at [Rutherford@icrsweb.org](mailto:Rutherford@icrsweb.org).