MAȞPÍYA LÚTA OWÁYAWA

RED CLOUD SCHOOLS

Our Lady of Lourdes, Red Cloud Elementary,
Red Cloud Middle School and Red Cloud High School
Office of the Superintendent

Position Description

Position: Food Service Kitchen Worker
Supervisor:
Status: Full-Time
Classification: Non-Exempt
Approved By: Human Resources
Effective Date: July 2, 2026

Vision

To be a Thriving and Renowned Community of Learners Grounded in Lakȟóta and Catholic Beliefs, Values, and Practices.

Mission

To promote a thriving community of learners grounded in Lakȟóta and Catholic beliefs, values, and practices that cultivate our capacity to love and serve in a diverse and rapidly changing world.

Position Summary

The Food Service Kitchen Worker assists in preparing, serving, and cleaning up nutritious meals for students, staff, and visitors in a safe, sanitary, and welcoming environment. This position supports the school's commitment to student health and wellness by maintaining high standards of food safety, sanitation, customer service, and operational efficiency while complying with all applicable federal, state, tribal, and local regulations.

Essential Duties and Responsibilities

Food Preparation and Service

- Read and follow standardized recipes, production records, and preparation instructions.
- Prepare and portion hot and cold food items according to established menus and serving guidelines.
- This position will be responsible for ordering all needed food and non food items on the RC campus
- Operate kitchen equipment safely and efficiently, including mixers, slicers, steam tables, ovens, and other commercial food service equipment.
- Wash, peel, cut, measure, mix, season, cook, and store food according to approved food safety procedures.
- Set up serving lines with entrees, fruits, vegetables, salads, breads, condiments, beverages, and utensils.
- Serve meals in a courteous and professional manner while maintaining appropriate portion sizes.
- Replenish food items during meal service and properly store leftovers following food safety standards.
- Assist with beverage preparation, including coffee, tea, and other approved beverages.
- Assist students, staff, and guests as needed during meal service.

Food Safety and Sanitation

- Maintain compliance with the South Dakota Department of Health Food Code and all applicable food service regulations.
- Follow Hazard Analysis and Critical Control Point (HACCP) procedures for receiving, storing, preparing, cooking, cooling, reheating, holding, and serving food.
- Monitor and document required food temperatures using calibrated thermometers.
- Practice proper personal hygiene, including frequent handwashing and appropriate glove use.
- Clean and sanitize food preparation surfaces, utensils, equipment, and kitchen areas according to established schedules and procedures.
- Properly store food to prevent contamination, spoilage, and cross-contamination.
- Follow established procedures for cleaning and sanitizing dishware and kitchen equipment.
- Assist with inventory rotation using First-In, First-Out (FIFO) practices.
- Maintain accurate sanitation, temperature, and production records as required.

Regulatory Compliance

- Maintain a current South Dakota-approved Food Handler Certificate or obtain one within the required timeframe after hire.
- Comply with South Dakota requirements regarding Certified Food Protection Manager supervision as applicable.
- Participate in all required food safety, sanitation, allergen awareness, bloodborne pathogen, and workplace safety training.
- Understand and follow procedures for preventing foodborne illness.
- Follow procedures for identifying and accommodating student food allergies and medically documented dietary restrictions.
- Report unsafe conditions, equipment concerns, accidents, injuries, or food safety issues immediately to the supervisor.
- Cooperate with health inspections and maintain inspection-ready kitchen facilities.

General Responsibilities

- Maintain a clean, organized, and safe kitchen environment.
- Assist with receiving deliveries and verifying food quality.
- Store food and supplies appropriately.
- Assist with inventory and supply requests.
- Participate in safety meetings and required staff training.
- Support special events and school functions involving food service.
- Perform other duties as assigned.

Qualifications

Education

- High school diploma or GED preferred.

Experience

- Previous food service experience preferred but not required.
- Experience in a school, institutional, or commercial kitchen is desirable.

Knowledge and Skills

- Basic food preparation and food handling skills.
- Knowledge of sanitation and safe food handling practices.
- Ability to work effectively as part of a team.
- Ability to communicate respectfully with students, families, and coworkers.
- Ability to follow written and verbal instructions.
- Ability to safely operate commercial kitchen equipment.
- Basic computer skills are helpful

Certifications

- Current South Dakota-approved Food Handler Certificate or ability to obtain within the timeframe

established by the school.
- Certification as a Food Protection Manager is preferred and may be required for designated employees.
- Participation in annual food safety and sanitation training as required by school policy and South Dakota regulations.

Professional Expectations

Employees are expected to:

- Demonstrate honesty, integrity, and professionalism.
- Support the mission, vision, and values of Our Lady of Lourdes School and Maȟpíya Lúta.
- Maintain confidentiality regarding students and school operations.
- Treat all students, families, coworkers, and visitors with dignity and respect.
- Maintain regular and dependable attendance.
- Wear appropriate uniforms and personal protective equipment as required.
- Demonstrate a willingness to learn and continuously improve.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift up to 35 pounds frequently and up to 50 pounds occasionally with assistance when appropriate.
- Ability to bend, reach, stoop, twist, push, and pull.
- Ability to work safely around hot equipment, steam, cleaning chemicals, and sharp utensils.
- Sufficient vision and hearing to safely perform kitchen duties with or without reasonable accommodation.

Working Conditions

- Work is performed primarily in a commercial kitchen environment.
- Exposure to heat, cold, moisture, cleaning chemicals, kitchen equipment, and moderate noise levels.
- Occasional evening or weekend work may be required for school events.
- Work schedules follow the school meal service calendar with additional duties as assigned.