

On Island Job Opportunity!

The Chebeague Island School is looking for a Kitchen Manager and Custodian

The Chebeague Island School is accepting applications for a 40-hour per week, school year kitchen manager and custodian with limited summer hours. Candidates should be experienced in all aspects of food service: food safety, healthy meal planning and preparation, budgeting, ordering food, safe operation of kitchen equipment, having a positive attitude and ability to work in a fast paced, student-centered environment. Candidates also should be experienced in cleaning, sanitation and recycling, be able to lift 40 pounds, be organized and able to work independently and have a valid Maine State driver license.

The selected candidate must get the Maine Criminal History Records Check approval prior to beginning work and be willing to attend appropriate trainings as required or needed. The position comes with a competitive salary and benefits package. Together the jobs equal a full-time position which would include health insurance benefits and paid vacation time. The position may need to be split into 2 part-time positions; in which case, there would be no health insurance benefits offered.

To apply, please go to the school's website at www.chebeagueislandschool.net and click on *Job Opportunities*. Please fill out [the non-teaching application](#) and submit that plus a cover letter and resume of work experience via email to admin@chebeagueschool.net or in person at Chebeague Island School, 14 School House Road, Chebeague Island, Maine 04017. Applications will be accepted until the position is filled.

Position Descriptions

Kitchen Manager

This person must enjoy interacting with energetic children. A qualified applicant must have any relevant certifications (ie ServSafe), be flexible, organized and familiar with general nutrition guidelines. This position runs from late August to mid-June.

Duties include:

- Planning the monthly lunch menu
- Preparing breakfast and hot lunches for 20 students 176 days a year
- Ordering food service supplies
- Shopping for supplemental food service supplies as needed
- Tracking costs and completing required state reporting
- Training as needed and required
- Other reasonably related duties as assigned

The Chebeague Island School Department is an equal opportunity employer.

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Custodian

We are looking for a flexible, hard worker who must possess a physical condition sufficient to maintain a rigorous work schedule requiring continuous physical exertion and some heavy lifting. This person should possess cleaning experience and must enjoy being around children and have the ability to work successfully with others. This is a year-round position.

Duties include:

- All daily cleaning of the school building while school is in session including: sweeping, vacuuming and mopping floors; thoroughly cleaning the kitchen, all bathrooms and multipurpose room after lunch.
- Changes lights, empties waste baskets and recycling bins.
- In-depth cleaning and floor waxing during school vacations, including the summer vacation
- Light maintenance and snow shoveling
- Ordering cleaning supplies and overseeing and reporting maintenance issues of the school building
- Serving as the school's Integrated Pest Management coordinator
- Other reasonable related duties as assigned