



## **Kitchen Assistant Opening**

Position Title: **Kitchen Assistant**  
Status: **Part-Time/Full-Time**  
Hours: **To Be Determined**  
Reports to: **Supervisor**

Job Objective: Responsible for food preparation and serving food at Hmong American Peace Academy. Keep the lunchroom and kitchen clean and safe in meeting compliance requirements.

### **Essential Functions:**

Daily job responsibilities/functions to include, but not limited to:

- Clean and sanitize countertops/lunch tables using established practices and procedures
- Cook school breakfast/lunch
- Set up for school lunch
- Unload and organize the cold packs for school lunch
- Serve lunch to students
- Organize and put away the cold packs after lunch
- Help keep the kitchen clean and organized; free of clutter
- Clean lunchroom and kitchen
- Sign-off on food/milk orders
- Others as deemed necessary

**Physical Demands:** The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizing a team lift.

**Job Requirements:** Must have the ability to perform the duties stated above.

**Experience:** Job related experience is desired.

**Required:** Must pass Criminal Background Check and TB Test

Interested candidates should stop in for an application from the Main Office at Hmong American Peace Academy located at 4601 N. 84 Street. **Please submit an application along with a resume to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position to start in the 2023-2024 school year. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at [xiong.maishoua@myhapa.org](mailto:xiong.maishoua@myhapa.org).