

Job Posting: Full-Time Kitchen / Instructional Support

Bonita Elementary School District No. 16

Bonita Elementary School District is seeking a dependable, student-centered individual to fill a **Full-Time Kitchen / Instructional Support Position**. This position serves an important role in both our school nutrition program and classroom support services. The ideal candidate enjoys working with children, is flexible, team-oriented, and committed to supporting a positive learning environment.

Position Summary

This position is split between the school kitchen/cafeteria director and providing support in classrooms or other instructional settings as needed. Duties may vary based on daily school needs.

Essential Duties and Responsibilities

Kitchen Support

- Assist with preparation and serving of breakfast and/or lunch for students
- Follow food safety and sanitation procedures
- Maintain cleanliness of kitchen, serving areas, and equipment
- Assist with receiving and storing food deliveries
- Wash dishes, utensils, and kitchen equipment
- Support meal count and cafeteria organization

Instructional Support

- Supervise students during designated academic work periods and maintain a structured, productive learning environment
- Monitor student assignment completion and encourage responsibility, organization, and positive work habits
- Provide academic support to students individually or in small groups under teacher direction
- Assist students with classwork, homework, reading, and completion of assigned tasks as needed
- Reinforce school and classroom expectations while promoting respectful behavior and positive student interactions
- Assist teachers and staff with student supervision, instructional materials, and other school-related duties as assigned

Qualifications

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- High school diploma or GED preferred
- Experience working with children or in a school setting preferred
- Food service experience preferred but not required
- Ability to work collaboratively with staff and students
- Strong communication and organizational skills
- Ability to lift up to 25–40 pounds and remain standing for extended periods
- Must pass required background check and fingerprint clearance in accordance with Arizona law

Schedule

- **Full-Time**
- School-year calendar
- Daily hours to be determined by district needs

Compensation & Benefits

- Salary based on district salary schedule and experience
- District benefits available for eligible full-time employees

To Apply

Interested applicants should submit:

- District application
- Resume
- References

Applications may be submitted to the Bonita Elementary School District Office by emailing them to Stephanie Turner sturner@bonitaesd.com.

Bonita Elementary School District is committed to equal employment opportunity and does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in its employment practices.