



Job Title: Part-Time Culinary Arts Intern

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay: PT Hourly Rate

Dept./School: Assigned

Date Revised: 9/2025

Primary Purpose:

Support the goals of the assigned campus/department and perform routine assigned tasks under the direction and supervision of the professional staff. Part-Time work schedule will not exceed twenty-five (25) hours per week.

Qualifications:

Education/Certification

- High school diploma or GED (recognized by the Texas Education Agency or a regional accrediting agency) or higher
- Valid Texas Driver's License with a good driving record
- Must hold a ServSafe Manager Certification verified through the National Restaurant Association
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant

Special Knowledge/Skills:

- Must have strong organizational, communication and interpersonal skills
- Ability to interact effectively with diverse groups of individuals in a professional manner
- Ability to follow oral and written instructions with limited supervision
- Ability to adjust and adapt to a multitude of situations in the school/department environment
- Ability to work as a member of a team to provide assistance to campus and staff

Major Responsibilities and Duties:

1. Monitor catering request submissions.
2. Establish and maintain fulfilling quotes for accepted catering requests.
3. Monitor appropriate use of the budget (Invoicing and requesting Purchase Orders).
4. Ability to travel to multiple locations when shopping, making deliveries, and/ or catering events up to 50% of the time.
5. Keep supervisor apprised of daily progress on assigned tasks.
6. Perform required duties according to standard practices.
7. Follow district guidelines in maintaining a neat and orderly work environment and confidentiality.

8. Support mission of school district by serving as a positive role model for students.

Qualities of an Effective Part-Time Employee

1. Keep informed of and comply with state, district, and school regulations, including attendance, punctuality, and confidentiality.
2. Use effective communication skills with district personnel.
3. Ability to demonstrate the following core values of professionalism, accountability, and communication.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands:

Equipment Used: Calculator, computer, printer, copier, fax, multiline telephone, and other equipment applicable to position or assign task.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.

Motion: Frequent walking, standing, stooping, bending, pulling, and pushing; 50% traveling some before and/or afterschool hours.

Lifting: lift/carry 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; pushing/pulling 10-35 pounds sporadically.

Environment: May work irregular hours.

Mental Demands: Maintain emotional control under stress; work with frequent interruptions.

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____