



# Kitchen Assistant Early Learning Center

Date: 05/04/2017

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**Reports to:** Principal/Nutrition Coordinator

**Department:** Early Childhood Services

**Classification:** Full-time

**Status:** Non-exempt

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## **POSITION SUMMARY:**

Responsible to support meal service through completion of dishwashing; clean up, kitchen sanitation, provide assistance with meal preparation while ensuring compliance with CACFP, Department of Health and Head Start Performance Regulations. Have knowledge of the Department of Health rules and regulation and Head Start Performance Standards. Gain knowledge of proper food preparation, temperature control, sanitation, and portion sizes.

## **ESSENTIAL FUNCTIONS:**

- Assist in cleanup and sanitation of kitchen, serving and dishwashing area.
- Washes and sanitizes dishes, pots, pans, cooking utensils, silverware, carts and surfaces by using approved sanitation methods.
- Set up carts for next meal service.
- Food preparation as assigned
- Complete routine maintenance of kitchen and equipment, including weekly deep cleaning.
- Assist with food storage and inventory in accordance with all food safety and sanitation guidelines and regulations.
- Follow current CACFP guidelines and expectations.
- Comply with Head Start Performance Standards, and Program Policies.
- May be required to assist Lead Cook/Prep Cook in cooking and preparing meals.
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior.
- Respect and support cultural differences and diverse family structures.
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times.
- Attend mandatory In-Service trainings and staff meetings.
- Responsibility to report any suspected abuse or neglect to appropriate authority.
- Advocate for SEK-CAP, Inc. in the community.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the core values and mission statement of SEK-CAP.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

Essential:

- Ability to get along with diverse personalities; tactful, mature, and flexible.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly both orally and in writing.
- Resourceful and well organized.
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
- Ability to learn and adapt to change.

**Desired:**

- Previous cooking experience for groups of 20 or more.
- Knowledge of approved sanitation methods.

**EDUCATION AND QUALIFICATIONS:**

- High School diploma or GED is required.
- Obtain First Aid and CPR certification within 30 days.
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter, with the exception of a diagnosed medical condition requiring annual exams.
- Submit to and pass standard criminal history check.
- Submit to and pass standard drug screen test.
- Possess current, valid driver’s license and be insurable by the organization’s motor vehicle insurance carrier.
- Must possess basic math skills in order to compute accurate CACFP records.
- Must possess time management skills to prepare and serve food in accordance with schedule.
- Be fully vaccinated for COVID-19 before beginning employment

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Stand for extended periods of time, walk and stoop, kneel, or crouch.
- Regularly lift and/or move up to 30 pounds.
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional exposure to wet and/or humid conditions.
- Outside weather conditions.
- Extreme cold and extreme heat.
- Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date