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| **Job Description** | | | |
| **Job Title:** | Kitchen Assistant (Part-Time) | **Location:** | Children's Center |
| **Department:** | Children's Center | **Reports To:** | Director - Children's Center |
| **Division:** | Student Services | **Pay Grade:** | N/A |
| **FLSA Status:** | Non-Exempt |  |  |

**SUMMARY**

### Provides support to the Cook in the daily duties of cleaning/sanitation and meal service to approximately 50 toddler and pre-school children.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Assists in preparing, serving, and monitoring daily meals (including following specialized diet plans), using criteria outlined in the Idaho Department of Education’s Child and Adult Care Food Program (CACFP) manual.
* Assists in dish washing and meal cart cleaning/sanitation
* Substitutes for cook in the absence of the cook
* Maintains clean and sanitary conditions in food preparation, service and storage areas.
* Promotes awareness and acceptance of individual differences among children, families, and staff members in the program.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS** The requirements listed below are representative of the minimum

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

High school diploma or general education degree (GED). Three months related experience and/or training is preferred. Experience with CACFP and serving large groups of children in a family-style setting preferred.

**Certificates, Licenses, Registrations**

* Non-Provider License through the City of Coeur d’Alene and Food Handlers Card through Panhandle Health upon hire. Possession of the non-providers, or willingness/ability to obtain it upon offer of employment, is a condition of employment.
* Submit evidence of a negative tuberculosis (TB) test.

**Condition of Employment**

Employee must successfully complete fingerprinting and criminal background check prior to working unsupervised with children. Employee must provide documentation of having passed, screening for tuberculosis (TB).

**Knowledge, Skills and Abilities**

* Ability to read, write and speak in English
* Proficient use of personal computers.
* Excellent verbal and written communication skills.
* Ability to create solutions for problems/situations dealing with children.
* Ability to prioritize, sequence and research work assignments.
* Ability to effectively present to small groups.

**Physical Demands and Work Environment**

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

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to walk; use fingers and hands to keyboard or type, and to handle materials; reach with hands and/or arms; climb or balance and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch/bend, or crawl. The employee must frequently lift and/or move up to 60 pounds. While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

**February 2024**