

Kitchen Assistant
Job Description

Supervisor: Nutrition Specialist

Classification: Non-Exempt

Wage Range: \$16.21 - \$19.17

Work Hours: 9:30 a.m. – 1:30 p.m.

Qualifications: Have the ability to walk, stand, bend, stoop and lift up to 50 lbs.

Program Requirements:

1. Ability to pass all criminal background checks (State and Federal criminal history records, Child Abuse and Neglect Central Registry, and the Sex Offender Registry).
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Have good verbal and written communication skills as well as computer skills.
5. Have the ability to work independently or in a team environment.
6. Must be able to advocate for low-income families and those with special needs within the community.
7. Able to work evenings and travel if necessary.

General Duties:

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

Primary Responsibilities:

1. Responsible for washing dishes.
2. Assist in preparing attractive, palatable, nutritious meals and snacks according to approved menus and schedule.

3. Maintain sanitary work settings including daily and weekly clean-up of kitchen area.
4. Assist the Cook in maintaining appliances and making appropriate recommendations for repairs as needed.
5. Follow all Health and Safety Requirements (i.e. CACFP, OSHA).
6. Assist with kitchen laundry as needed.
7. Setting up, tearing down, and cleaning of carts used for meals according to procedure and schedule.
8. Other duties as assigned.