

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> Kitchen Assistant	<b>SUPERVISOR:</b> Health Services Manager/Health Advocate
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> None
<b>EMPLOYMENT HOURS:</b> 20 per week.	<b>WEEKS PER YEAR:</b> 35-40 weeks per year
<b>Grade:</b> 9	<b>Starting Wage:</b> \$11.87
<b>POSITION SUMMARY:</b> Plans and implements timely food service to classrooms, prepares nutritious snacks, and provides cleaning and sanitation of all kitchen areas.	

**MAJOR RESPONSIBILITIES:**

1. Receive daily food delivery and document receipt.
2. Prepare food as necessary and ensure that food is kept fresh and at proper temperature.
3. Prepare special diets and snacks in accordance with food program requirements and with assistance from Health and Nutrition Manager and/or dietitian.
4. Plan and implement timely food service to classrooms.
5. Pay high attention to detail to ensure special dietary restrictions are being met.
6. Maintain all CACFP records
7. Reload the transporting carts with the dirty dishes and deliver out to pickup area on time
8. Maintain disposable dish supplies

**ADDITIONAL RESPONSIBILITIES:**

1. Provide daily clean-up after meals including all dirty dishes and utensils.
2. Record refrigerator temperatures weekly as required by the Child Adult Care Food Program.
3. Cleans and sanitizes all kitchen areas and equipment daily, weekly, and monthly, including monthly cleaning of supply shelves and walk-in cooler and classroom refrigerators
4. Shop for food to meet special dietary requirements as needed.
5. Fill out and use purchase orders.
6. Other duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 18.
2. Must have high school diploma or High School Equivalency.
3. Attend Child and Adult Care Food Program training at first available opportunity in order to learn food program requirements.
4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
  - Current immunizations
    - i. Annual Flu Shot
    - ii. MMR
    - iii. TDap
  - Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
  - Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
  - Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
2. Must meet food handler's requirements

3. At all times demonstrate cooperative behavior with colleagues and supervisors.
4. Ability to communicate effectively and clearly both verbally and in writing.
5. Sensitive to needs of low income individuals
6. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.
7. Ability to work independently, take initiative, and problem solve.
8. Ability to communicate effectively with diverse cultural and socio-economic groups.
9. Must be able to maintain confidentiality concerning staff and clients.
10. Must be able to work positively with infants, toddlers and preschool children.
11. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
12. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on a very frequent basis.
2. Go up and down stairs several times per day
3. Frequent exposure to multiple disagreeable elements, at least one is intense. Disagreeable elements include loud noise, heat, cold, odors, hot foods, noise, wetness and inability to control pace.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_