



APPLICATION COVER SHEET

Job Title: Kitchen Assistant

Wage: \$11.87 per hour

Hours: 20 hours per week, 35-40 weeks per year

APPLICATION DEADLINE: 5:00pm, Thursday, July 25th, 2019

PLEASE PROVIDE

1. LETTER OF INTEREST STATING YOUR QUALIFICATIONS FOR THE POSITION AND WHY YOU ARE INTERESTED IN WORKING FOR HRDC/NMCDC
2. CURRENT RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED APPLICATION COVER SHEET
5. COMPLETED HRDC EMPLOYMENT APPLICATION

POSITION SUMMARY: 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.

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

ADDITIONAL INFORMATION:

- 1. We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
- 2. Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
- 3. Occasional travel for trainings may be required.*
- 4. Background Check required before applicant is hired.*
- 5. Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
- 6. Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

- 1. From the Job Description for a Kitchen Assistant please tell us what experience you have had that qualifies you for this position.**
