

**POSITION TITLE:** Kitchen Assistant

**SALARY LEVEL:** Tier I

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Children's Services Team Lead

**HOURS:** Day shift, 5 hour shifts

**BENEFITS:** Sick leave, 401(K) Savings Plan

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**SUMMARY:**

The Kitchen Assistant makes meals and snacks for at least 24 children and the adults working with the children. The Kitchen Assistant keeps the kitchen and dining area clean and organized.

**PRINCIPAL ACCOUNTABILITIES:**

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Prep food and equipment for upcoming snacks and meals.
2. Adherence to proper food storage, heating, and cooling processes.
3. Adapt menu to utilize fluctuating food donations.
4. Follow established recipes.
5. Meals are ready at assigned times.
6. Maintain the kitchen and dining area in a clean and organized manner following cleaning instructions and completing required reports.
7. Communicate with supervisors about menu planning.
8. Communicate with Lead House Parents and House Parents about meal times, food allergies, etc.
9. Support volunteers as needed.
10. Familiar with and adherence to all established policies and procedures.
11. Other duties as assigned by supervisor.

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly lifting, standing, walking, sitting, listening, talking, and using hands and fingers.
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

**WORK ENVIRONMENT:**

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an industrial kitchen.
- Exposure: occasionally outside events or activities, high risk of industrial kitchen equipment such as a hot oven or freezer.
- Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.

**Revised:** (finalized revision date)

Vanessa Behan  
**Confidential**

**TRAVEL:**

None required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing and scheduling work assignments for self and co-workers.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Ability to adapt menu changes to utilize fluctuating food donations.
- Ability to follow a recipe.
- Good time management.
- Excellent oral and written communication skills.
- Basic proficiency in Microsoft office.
- Ability to learn new applications such as internal client management system, HRIS, etc.

**MINIMUM REQUIREMENTS:**

- High school diploma or high school or equivalency course of study (GED/HSEC)
- Must be 18 years of age
- Six months experience working with vulnerable populations.
- Previous experience working in an industrial kitchen preferred, not required
- CPR, Infant CPR, First Aid and Bloodborne Pathogens Certifications are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_