



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // www.TheFamilyCenterFC.org

Intern Position Description – Kitchen Assistant

Description:

The Kitchen Assistant is responsible for maintaining a clean and organized kitchen to safely prepare and serve food to children and staff in our early childhood program. This position will also assist with preparing and serving meals as needed.

Reports To: Kitchen Manager

Classification: Part Time (8-10 hrs/wk), Internship/Volunteer

ESSENTIAL JOB RESPONSIBILITIES:

Cleanliness and Organization

- Use correct handwashing and sanitation procedures at all times
- Collect used dishes and utensils from the classrooms after mealtimes
- Properly wash, dry, and store dishes with use of a commercial dishwasher and three compartment sink
- Assist in putting away food orders appropriately

Food Preparation and Service

- Set up carts with proper dishware to serve meals to the classrooms
- Portion food in correct containers and quantities for meal service
- Assist with washing and cutting produce

QUALIFICATIONS AND SKILLS:

General Skills and Experience:

- Ability to work with a diverse team of staff
- Organized and able to multi-task
- Exceptional communication skills, both verbally and written
- Bilingual English/Spanish preferred but not required
- Beginning knowledge of Word Processing software and Internet software:
- Serv-Safe Certification (within 30-days of hire)

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear.

Assist with other assigned duties and tasks as deemed necessary and relevant to the position.

June 2021 CD