



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

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, Hourly, Non-Exempt

Hours: 18 hours per week - Monday, Wednesday and Friday 10am-1pm, Tuesday and Thursday 10am-2:30pm. Additional hours as needed to ensure proper kitchen coverage.

Wage: Starting \$13.00 per hour

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 the use of a commercial dishwasher and three compartment sink
- Wash, sanitize, and organize - refrigerator, freezer, and storage shelving weekly
- Wash and sanitize sinks, counters, walls, and floors daily

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
- Act as Kitchen Lead in the absence of the Kitchen Manager

Shopping and Order Pick Up

- Pick up weekly Sam's Club order and put it away with proper storage techniques
- Complete shopping trips to Wal-Mart and/or King Soopers as needed for items that are not available through Sam's Club or US Foods

Onsite Garden

- In April and May of each year assist with getting the garden areas ready for planting ensuring all watering systems and ground covering are in working order
- Assist with hand watering the garden areas as needed during the growing season
- Harvest produce to be used in the Kitchen and excess to be given to families
- Set up weekly Farmer's Market for families of The Family Center/La Familia
- Assist in maintaining a well-kept, weed free, garden area
- In October of each year assist with winterizing the garden area to prepare for the following season



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QUALIFICATIONS AND SKILLS:

General Skills:

- Ability to work with a diverse team of staff
- Organized and able to multi-task

Education/Experience:

- High School Diploma or GED
- Serv-Safe Certification (within 30-days of hire)

Language and Communication Ability:

- Exceptional communication skills, both verbally and written
- Bilingual English/Spanish preferred but not required

Computer Skills:

- To perform this job successfully, an individual should have a beginning knowledge of Word Processing software and Internet software

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

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I have read and understand the scope of work required for this position. I further understand that questions, concerns and clarification regarding any aspect of my employment will be discussed directly with my supervisor.

Employee

Supervisor

Date

Date