

JOB DESCRIPTION
(Part-Time)

JOB TITLE: Weekday Prep Cook/Kitchen Assistant **LOCATION:** Durham/Wake/Chapel Hill
DIVISION: Operations **SERVICE AREA:** Durham/Wake/Chapel Hill
DEPARTMENT: Nutrition Services **CLASSIFICATION:** Non-Exempt
DIRECT SUPERVISOR: Nutrition Services Manager **HOURS PER WEEK:** ___20-25_

SUMMARY:

Assist in preparing and packaging food, cleaning the kitchen and equipment, and delivering food if necessary.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner.
- Ability to stand for 4-8 hours at a time, and ability to lift 50 pounds occasionally, 20 to 40 pounds several times a day
- Prepare foods by following a recipe and perform basic math computations to size the recipe and portion.
- Portion out prepared food
- Sort food items and pack for delivery
- Put stock away
- Maintain Health Department Standards during food preparation, storage and kitchen maintenance
- Answer the phone and speak to customers (child care providers); assist customers picking up food.
- Clean the kitchen area (wash pots and pans, operate a dishwasher, clean work tables, shelves, sinks and refrigerators, clean and sanitize delivery equipment, remove trash and recycling, sweep and mop the floor)
- Deliver food items, if necessary
- Perform other duties as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Practice of good health and hygiene habits
- Ability to follow directions, but initiate a task when it is clear that the next step should be taken
- Ability to maintain regular working hours, be prompt and dependable

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma with one year kitchen experience
- Current TB test (renewed annually)

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- No substantiation or criminal conviction of child abuse or neglect.

TYPICAL HIRING RANGE: \$20,800-\$23,920 (\$10.00-\$11.50 per hour)

PLEASE SUBMIT YOUR RESUME TO : HR@childcareservices.org

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