

JOB DESCRIPTION (Part-Time)

JOB TITLE: Prep Cook/Kitchen Assistant
DIVISION: Operations
DEPARTMENT: Nutrition Services
DIRECT SUPERVISOR: Nutrition Services Manager

LOCATION: Durham/Wake/Chapel Hill
SERVICE AREA: Durham/Wake/Chapel Hill
CLASSIFICATION: Non-Exempt
HOURS PER WEEK: 30

SUMMARY:

Assist in the preparation and packaging of food, kitchen cleaning/maintenance, and delivery if necessary.

DUTIES AND RESPONSIBILITIES:

- Prepare foods by following a recipe and perform basic math computations to size the recipe and portion.
- Portion out prepared food and pack for delivery
- Deliver food items, if necessary
- Answer the phone and speak to customers (child care providers); assist customers picking up food.
- Put stock away, and help with shopping if necessary
- 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)
- Maintain Health Department Standards during food preparation, storage and kitchen maintenance
- Perform other duties as assigned by agency leadership
- Treat information on CCSA clients, staff or Board members in a confidential manner.

SPECIAL SKILLS:

- Ability to maintain regular working hours, be prompt and dependable
- Effective oral and written communication skills with internal and external clients
- Ability to follow directions, but initiate a task when it is clear that the next step should be taken
- Ability to stand for 4-8 hours at a time, and the ability to lift 50 pounds occasionally, 20 to 40 pounds several times a day, and use hands to operate equipment, utensils and other implements.

EDUCATION AND EXPERIENCE REQUIREMENTS:

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

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.
- Practice of good health and hygiene habits
- No substantiation or criminal conviction of child abuse or neglect.

SALARY: \$ 11.00 per hour

PLEASE SUBMIT YOUR RESUME TO: HR@childcareservices.org

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