

JOB DESCRIPTION (Temporary)

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: 10

SUMMARY:

Assist in the preparation and packaging of food, kitchen cleaning and maintenance.

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
- Assist customers picking up food.
- Put stock away.
- 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 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 ability to lift 50 pounds occasionally, 20 to 40 pounds several times a day

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School diploma with one year kitchen experience (in the area of institutional foods preferred)
- Current TB test (renewed annually)

SPECIAL WORKING REQUIREMENTS:

- No substantiation or criminal conviction of child abuse or neglect.
- Practice of good health and hygiene habits
- Willingness/availability to work on short notice with no guarantee of regular hours

SALARY: \$10.25 per hour

PLEASE SUBMIT YOUR RESUME TO: HR@childcareservices.org

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