JOB DESCRIPTION
(Part-Time)

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

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: $11.33 per hour

PLEASE SUBMIT YOUR RESUME TO: HR@childcareservices.org

All products developed by or on behalf of CCSA remain the exclusive property of CCSA