

## Wesley House Family Services

### Position Description

**Position Title:** Child Care Kitchen Aide

**Department:** Inez Martin Child Development Center

**Purpose:** The Aide position is responsible for efficiently and effectively assisting the cook in the preparation of the food for the child development program per the guidelines of the Department of Health Nutrition program. This position will also act as a substitute in the Cook's absence.

**Reports To:** Child Care Program Director

**Funded By:**

**Classification:**

**Responsibilities:**

- Assists the site Cook in the preparation of meals in accordance with posted menus.
- Act as substitute in the Cook's absence
- Practice proper washing, sterilization and storage of food preparation equipment.
- Work together with the Cook to inventory stock and notify Program Director of needed supplies
- Practices proper rotation of stock and supplies as well as proper storage of food both before and after preparation.
- Maintains ALL preparation and storage areas observing neatness and cleanliness
- Complies with established work schedule which may be flexible allowing sufficient time for meal preparation, transportation and clean up.
- Attends and participates in the regularly scheduled meetings with the Child Care Program Director
- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and it's mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Perform other duties as assigned

**Performance Measurements:**

- Assists the site Cook in the preparation of meals in accordance with posted menus.
- Act as substitute in the Cook's absence
- Compliance with the Department of Health Nutritional standards for food services
- Practice proper washing, sterilization and storage of food preparation equipment.
- Work together with the Cook to inventory stock and notify Program Director of needed supplies
- Practices proper rotation of stock and supplies as well as proper storage of food both before and after preparation.
- Maintains ALL preparation and storage areas observing neatness and cleanliness
- Complies with established work schedule which may be flexible allowing sufficient time for meal preparation, transportation and clean up.

**Qualifications:**

- High school graduate or general equivalency diploma
- Knowledge of the Department of Health Nutritional guidelines and standards
- Understanding of child care facility inspection standards
- Ability to work with industrialized kitchen equipment: stove, microwave, oven.
- Build and maintain working relationships through excellent communication skills
- Effectively organize and manage the work environment and establish and organize routine procedures.
- Ability to lift 75 lbs. if necessary

### Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
Kitchen Aide (Signature)

\_\_\_\_\_  
Site Director (Signature)

\_\_\_\_\_  
Kitchen Aide (Print)

\_\_\_\_\_  
Site Director (Print)