

JOB CLASS DESCRIPTION



Job Class: Kitchen Assistant
Department: Head Start
Supervisor: Coordinator – Nutrition
FLSA Status: Non-Exempt **Grade:**
Revision Date: April 2021
Prepared by: Bi-County CAP, Inc.



Mission

The mission of BI-CAP Head Start: Prenatal to Five is to give children and families a head start for Kindergarten and for life.

Job Summary:

Under supervision, assists with cleaning of dishes and kitchen facility, and the delivery and retrieval of food.

Scope of Responsibility:

The kitchen assistant will follow instructions from the Head Cook and Assistant Cook.

Essential Duties and Responsibilities:

- 1 Delivers food, dishes and utensils to on-site classrooms.
- 2 Assists with supplying, stocking shelves, and preparing food items, on occasion per Head Cook.
- 3 Follows all food safety guidelines in the handling and storage of food.
 - 3.1 Cleans kitchen including sweeping/mopping floors, wiping refrigerators, stoves, counters and shelves;
 - 3.2 Uses approved cleaning methods and sanitation supplies to reduce the risk of contamination of food preparation equipment as directed;
 - 3.3 Wears approved clothing and serving gloves;
 - 3.4 Washes dishes and follows sanitation procedure.
- 4 Communicates and maintains working relationships with others in carrying out job functions.
 - 4.1 Exercises courtesy in communicating with other members of the organization to provide information relating to the work assignment and progress of work or to convey information about conditions or work related needs;
 - 4.2 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
 - 4.3 Adheres to agency's policies concerning data privacy.
- 5 Performs all job duties in compliance with safety and regulatory guidelines and with an ongoing awareness of safety practices.
 - 5.1 Knows and follows department and Bi-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 5.2 Knows Bi-CAP's AWAIR and Right to Know policies and procedures;
 - 5.3 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 5.4 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner;

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5.5 Follows local, state and federal food code regulations.

6 Performs other duties and activities as assigned.

Minimum Qualifications:

Minimum job requirements include the ability to follow written and verbal instructions. Prior experience working in a commercial kitchen setting is preferred, but not required. Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity.

Knowledge, skills and abilities include:

- Requires basic reading skills;
- Requires basic computer skills, emails and calendars.
- Requires an opportunity to gain knowledge of Head Start regulations and Minnesota Rule 3 licensing requirements pertaining to nutrition;
- Must meet requirements of Department of Human Services background study;
- Ability to establish and maintain effective working relationships with others;
- Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

Physical Demands & Working Conditions:

The position requires the ability to frequently lift 10 lbs. and up to 50 lbs. on occasion. Work entails frequent bending, kneeling and standing. At times there is exposure to cleaning with dangerous chemicals. There is exposure to sharp objects such as knives, the garbage disposal, and other kitchen utensils on a daily basis. Caution must be used to avoid muscle strains, burns or cuts. Floors can at times be slippery. Requires a valid driver's license.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.