



<b>Job title</b>	<i>Full time Kitchen Assistant</i>
<b>Reports to</b>	<i>Director of Food Services and Administrative Team</i>

### Job purpose

The Kitchen Assistant provides nutritional, creative, joyful, and quality food services to fuel the Three Rivers Christian School programs under the supervision of the Director of Food Services and administrative team.

### Duties and responsibilities

- Setting up and delivery of meal trays and tubs for the Early Learning Center classrooms.
- Cleaning and putting away all dishes from meals and production.
- All staff must be sensitive to the food service needs of children who have documented allergic reactions to certain food substances.
- Meet all health and sanitation regulations and inspections.
- Be attentive to students and alert to what is happening in the school cafeteria.
- Store and distribute food and meals following state standards.
- Cross-train to learn kitchen assistant responsibilities, substituting for kitchen personnel when they are sick or on vacation.
- Participate in beginning-of-year staff in-service, staff devotionals and staff meetings.
- Help maintain temperature monitoring logs for ovens, refrigerators, and thermometer equipment.
- Help maintain an organized and clean kitchen.
- Clean and sanitize all areas as required and follow temperature controls as outlined in state and CACFP standards.
- Report any faulty equipment and temperatures etc. to Director of Food Services and maintenance personnel.
- Maintain positive communication with all staff.
- Take initiative to complete tasks in a timely manner with a joyful attitude.
- Recognize the need for good public relations, and represent the school in a favorable and professional manner to the school's constituency, local churches, and the general public.
- Watch for visitors and strangers entering the school and politely offer assistance.
- Work 8:00 am to 5:00 pm with an hour lunch

### Qualifications



It is expected that the Dishwasher will:

- Have a high school diploma or a GED equivalent.
- Meet Washington State Requirements for Early Learning Food Services, which may include:
  - Current TB test
  - DEL portable background clearance check
  - Have First Aid/CPR certification.
- Have good verbal and written communication skills.
- Hold a Washington State Food Handler's Card
- Believe and actively support the school's Statement of Faith.
- Be able to handle multiple tasks simultaneously. Have disciplined time-management skills.

### **Working conditions**

Working conditions include upstairs kitchen, with outdoor work as needed.

### **Physical requirements**

#### **ESSENTIAL FUNCTIONS:**

Employees of Three Rivers Christian School kitchen must be able to lift up to 50 pounds, carry tubs of food up and down stairs 15-25 times a day, bend over and reach high shelves.

In addition, employees of Three Rivers Christian School must be able to observe, hear and respond to the needs of children and emergencies or conflicts that might occur in a classroom, on the playground and in common areas. Employees must have the ability to lift children up to 50 pounds from the floor to waist high ten to fifteen times a day; be able to crouch to a child's height and maintain eye contact at child's level; sit on the floor and stand tall enough to reach children on play equipment; run after child if needed, able to determine and communicate cognitive, social, physical needs of children verbally and in written form in the English language. Persons must feel confident to care for up to fifteen (15) children alone (with one exception: employees between sixteen and eighteen years of age will not have sole charge of a group of children) and have the ability to handle stress, tension, of interaction with many staff members, parents and children every day.

Occasionally required to work under inclement weather conditions.



Direct reports

Others upon request

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Approved by:	
Date approved:	
Reviewed:	

I have read and reviewed the job description above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_