



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Kitchen Assistant
Reports to	A Child's World Director
Supervises	Volunteers
Date Created	01/03/08

Job Classification	Non-Exempt
Job Type	Part Time
Location	A Child's World
Date Updated	10/2018

**Job Summary:**

To assist A Child's World in food preparation, service, and cleanup in accordance with established food services standards and procedures.

**Core Competencies:**

Safety/Security      Detail Oriented  
 Empowerment        Communication  
 Inclusion                Organization/Cleanliness

**Job Duties:**

- Assist with food planning, preparation, setup and serving of breakfast, lunch and snack.
- Wash dishes and utensils.
- Clean kitchen equipment and work area.
- Unpack, stock, move, and rotate supplies.
- Aid in planning for children's food substitutions.
- Maintain Child and Adult Care Food Program Paperwork.
- Attend sanitation training once every five years and other relevant training as requested.
- In Kitchen Coordinator's absence fulfills all cooking duties for A Child's World.

**Qualifications:**

- One year related food experience preferably in a childcare setting or equivalent education experience.
- Excellent organizational skills.
- Ability to be flexible and prioritize job functions.
- Meets all background check requirements.
- An understanding of, appreciation for, and support of the mission of the YWCA Cass Clay, which is eliminating racism and empowering women.

**Requirements:**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, climb stairs, climb, kneel, stoop, crouch, and reach overhead occasionally. Static motions such as sitting at a desk along with repetitive motions such as keying, data entry and reaching above shoulders are performed occasionally. The employee is required to twist at waist, bend, push, carry, squat, and stand in place frequently. Repetitive motions such as wrist motion and reaching above shoulders will be performed frequently. Standing and walking will be continuous motions. This employee will be required to lift 40 lbs. from shoulders to overhead occasionally, carry up to 75 lbs. frequently, and push/pull over 75 lbs. frequently.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_