



Job Title	ECS Kitchen Assistant	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisory Responsibilities	No
Reports To	ECS Kitchen Manager	CEO Approval Date	11/2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		
Must pass required background check, TB and Physical			

POSITION OVERVIEW

The ECS Kitchen Assistant is responsible for supporting the ECS Kitchen Manager in all areas of meal preparation, presentation cleanliness and sanitation. The ECS Kitchen Assistant, under the supervision of the ECS Kitchen Manager will insure children are served nutritious, good tasting and appealing meals and snacks. It is the ECS Kitchen Assistant's responsibility to assist with food prep in preparing these meals and snacks by methods that maintain high nutrient levels and that are sanitary. Kitchen cleanliness, dishwashing and overall sanitation of the kitchen must be in compliance with health and safety standards.

All employees and volunteers are expected to be sensitive to our clients' cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Responsible for daily preparation of nutritious meals and snacks served to the children enrolled in the center by:
- Promote, encourage and display examples of leadership for the agency in accordance with the agency mission.
 - Prepare meals and snacks in such a way that a minimum of nutrients are lost from foods, that ensure foods taste good and look appealing, and that there are sufficient amounts of foods for children based upon enrollment.
 - Maintain established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintain an orderly, sanitary, and safe kitchen.
 - Deliver foods from the kitchen to the classrooms ready to be served as suitable for the children's age and development.
 - Share duties with the other kitchen staff for efficient functioning of food service program.
 - Assist teachers with developing food activities for the children in the classroom.
 - Cooperate with and participating in nutrition education activities for staff, parents and children.
 - Wash dishes, pots, pans and utensils using approved sanitation methods.
 - Complete routine maintenance of kitchen equipment, including weekly deep cleaning.
 - Insure proper storage of supplies received from vendors used to operate the kitchen and prepare meals.
 - Participating in all emergency drills and environmental safety activities.
 - Participating in general staff meetings and other meetings and events planned by the grantee and delegate agency as requested.

- Perform other appropriate and related responsibilities as assigned by supervisor or Executive Team.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Course work and training in food preparation, nutrition and/or dietetics.	Formal education / training in food preparation, nutrition and/or dietetics
Lic/Cert.	Food Handler's Certificate, or obtain within 30 days of employment.	Current Food Handler's Certificate
Experience	Experience in food preparation, nutrition, and/or dietetics. Experience in quantity food preparation, equipment, and purchasing.	Previous experience in a large-scale food production operation Baking experience Previous experience in child care center and completion of CACFP training
Skills Knowledge Abilities	Must work independently and collaboratively in a team environment. Exercise independent judgment. Knowledge of quantity food preparation, equipment, and purchasing Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members. Process, protect and exercise discretion in handling confidential information and materials. Sustained concentration to detail and accuracy, along with the ability to prioritize workload. Willingness to work with high-risk, low income communities. Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.	Previous knowledge and understanding of Child Plus Understanding of Head Start Performance Standards and state and local childcare license requirements. Advanced computer database and Microsoft Office software skills Previous knowledge and understanding of NAEYC Bilingual Spanish / English speaking

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Occasionally must be able to move needed materials weighing up to 50 pounds.

Work Environment

The employee will work in a food service environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases, and blood on occasion.

Vaccination

This position is subject to Sunbeam's Mandatory COVID-19 Vaccination Policy. All Sunbeam employees are required to be fully vaccinated against COVID-19, or have an approved exemption. Exemptions to the vaccine requirement will be considered for individuals with medical condition(s) that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with applicable federal and state law. Proof of Vaccination, as defined by Sunbeam policy, or an approved exemption is required for any employment effective on or after December 31, 2021.

Other

If not certified upon hire, Food Handler's Certificate must be obtained within thirty (30) days of hire.

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: