

Innovative Services NW Job Description

Job Title: Early Learning/ECEAP Kitchen Support Staff



CLASSIFICATION: 24

HOURLY/SALARY RANGE: \$14.18 (20 HOURS PER WEEK)

REPORTS TO: ECEAP FAMILY SUPPORT AND HEALTH SUPERVISOR

EFFECTIVE DATE: 8/21/2020

SUMMARY: The Kitchen Support Staff is a part-time position (20 hours per week). They will work under the supervision of the Chef to support the essential functions of the kitchen. This will include: washing dishes, cleaning surfaces, sweeping/mopping floors, taking out trash, and other essential kitchen functions. We are seeking a person with a positive, hard-working attitude who desires to support a program that provides important services to children and families.

ESSENTIAL FUNCTIONS:

Kitchen cleaning

- Dishwashing
- Organizing
- Sweeping
- Mopping
- General Cleaning

Maintain health and safety

- Maintain licensing requirements and childcare WACs as related to the kitchen; report all safety hazards to director

Work environment

- Maintain positive and constructive attitude
- Uphold Innovative Services NW core values: We are all-in, We go beyond, and We build community

WORK ENVIRONMENT: While performing the duties of this job, the employee works in a kitchen within a preschool setting. The noise level is moderate to loud. Spaces may be somewhat confined.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The environment will require active movement. While performing the duties of this job, the employee will frequently be required to stand; walk; bend, sit; use hands to handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Other unforeseen physical demands may occur during the course of a first aid emergency or a disaster. The employee must frequently lift up to 30 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a part-time position (.5 FTE). The childcare center hours are Monday through Friday 7 a.m. – 6 p.m. In general, typical hours for this position will be 20-hours per week. The expected hours of work will be 10am-2pm.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- At least 18 years of age
- Food Handler's Card (within 30 days of employment)
- Must pass a criminal history background check
- Negative TB test (before start date)
- Proof of MMR Vaccine (before start date)
- Ability to lift 30 pounds or more
- Proficient in the English Language

AN EQUAL OPPORTUNITY EMPLOYER

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Support Staff



AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____