



JOB DESCRIPTION

Title:	Kitchen Aide
<u>Reports To:</u>	Center Manager
<u>FLSA Status:</u>	Non-Exempt

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary

The Kitchen Aide is responsible for the implementation of food services in a Head Start program serving children ages 3-5. Responsibilities include preparing attractive, USDA-approved meals; keeping the kitchen clean and sanitary according to Health Department ordinances; and maintaining adequate food stocks, kitchen supplies, and food service records.

Responsibilities:

The Kitchen Aide will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Black Belt Community Foundation employees.

- 1. Nutritious Cooking:** Aides in Preparing nutritious meals that take into consideration children's various cultures and individual nutritional needs.
 - Understands and uses child nutritional needs and age-specific portion sizes to prepare meals in accordance with USDA, Head Start, and CACFP guidelines
 - Understands and strictly adheres to health, safety, food handling and sanitation requirements before, during and after meal preparation.
 - Follows menu guidelines and adjusts when necessary due to an availability of menu items or an individual child's needs.
 - Aides in planning and participating in nutritious cooking activities with children.

The Kitchen Aide's responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

FOOD SERVICES

1. Prepare assigned menu and participate in family-style meals with children, volunteers, and

2. Work in conjunction with the Cook and the Site Manager and Faculty to monitor family style dining in classrooms and document as appropriate.
3. Maintain food service record-keeping and reporting as directed by supervisor.
4. Assist in conducting weekly inventory of food and supplies.
5. Assist in Completing weekly food and supply order sheets and fax to Headquarters.
6. Assis in Checking food deliveries for accuracy and for good quality. Notify Headquarters when an item is missing or of poor quality.
7. Store food and supplies properly. Date all canned, boxed, and bagged foods. Use the FIFO method of inventory.
8. Monitor and maintain proper food temperatures.
9. Monitor and maintain proper temperatures of all refrigerators and freezers.
10. Maintain appropriate cleanliness of all kitchen materials and supplies as required.
11. Maintain list and be aware of center food allergies and concerns. Prepare alternate menu items as needed for the affected children.
12. Assist in delively of food to classrooms and of dirty dishes from the classroom.

GENERAL STAFF RESPONSIBILITIES

13. Participate in staff meetings, conferences, training sessions and workshops as assigned.
14. Maintain confidentiality in regard to staff and family information.
15. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
16. Perform any other work-related duties as requested by your supervisor.
17. Be present at work to provide consistency of services.
18. Be a contributory team member in a positive/productive manner.
19. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Requirements:

- High School diploma or equivalent.
- ServSafe Certification or obtain such certification within 3 months.
- Experience in purchasing and preparing culturally diverse foods for groups
- Knowledge of early childhood nutrition
- Lift and move heavy and/or bulky objects weighing up to 50 lbs.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.