



Kitchen Assistant – Job Description

Position Summary

The Kitchen Assistant supports the Food Program Manager in delivering a high-quality, nutritious food program for children. This role assists with meal preparation, food safety compliance, kitchen organization, and daily operations to ensure meals are prepared and served efficiently while meeting all Child and Adult Care Food Program (CACFP) and health department standards.

Organizational Culture & Values

Our organization is grounded in the values of **teamwork, integrity, respect, making a difference, optimism, inclusion and belonging, and prioritizing people**. The Kitchen Assistant embodies these values by maintaining high food safety standards, supporting a positive team environment, and ensuring children receive nutritious meals in a safe and caring setting.

Key Responsibilities

Meal Preparation & Service

- Assist the Food Program Manager with food preparation, cooking, and kitchen operations.
- Transport lunch daily and food truck delivery weekly from Rafter J to Mercill.
- Prepare and distribute breakfast and lunch to classrooms.
- Assist with warming and preparing daily lunches for both the Rafter J and Mercill sites.
- Ensure accurate portion sizes and proper meal service in accordance with CACFP standards.

Food Safety & Compliance

- Follow all CACFP requirements, including logging food temperatures and maintaining meal count documentation.
- Comply with all Health Department regulations, including labeling and dating food items.
- Ensure proper food storage and rotation in refrigerators and freezers.
- Monitor and maintain safe cooking and serving temperatures.

Kitchen Maintenance & Organization

- Clean and put away dishes daily.
- Complete daily and weekly kitchen cleaning tasks as assigned.

- Assist with inventory of kitchen supplies and notify the Food Program Manager when items need to be ordered.
- Help receive and properly store weekly food deliveries.

Operational Support

- Provide full kitchen coverage when the Food Program Manager is absent.
- Support the Food Program Manager, Operations Director, or Site Manager with additional duties as assigned.

Qualifications

- 2+ years of related kitchen or food service experience preferred.
- Knowledge of CACFP standards and requirements preferred.
- Drivers license required.
- Strong verbal communication and teamwork skills.
- Ability to work independently while supporting team operations.
- High level of personal integrity, professionalism, and reliability.

Core Competencies

Food Safety & Compliance · Kitchen Operations & Organization · Team Collaboration · Reliability & Accountability · Communication & Professional Integrity

Reporting Structure

Reports to: Site Manager

Supervises: None