	<b>Kitchen Aide-ECS Employee Job Description / Physical Requirements and Potential Hazards</b>	
Supervisor: ECS-Health Safety Nutrition Coordinator  FSLA Status – Non-Exempt  <b>\$14.67 an hour, requires COVID-19 vaccination</b>	Effective Date: 7/1/2020  PC Approval: 6/11/2014; 7/25/18; 4/30/2020  Revised by/date(s) TL 4/30/2020	EEOC code:    L & I code:10

**ESSENTIAL JOB FUNCTIONS:** The Kitchen Aide is responsible for washing dishes, assisting the cook as required in food preparation and portioning, and sanitation and cleaning complying with sanitation guidelines for food service. The Kitchen Aide delivers food to off-site locations as assigned. Responsible to support the overall operation of the center.

1. Maintain kitchen, pantry and storage areas in compliance with Health Department, child care licensing and food service regulations and standards.
2. Assist the cook with preparation of food and portioning.
3. Wash dishes observing established procedures following each meal service.
4. Clean equipment and kitchen spaces as directed by cook.
5. Package, deliver and maintain appropriate food temperature(s) of prepared and delivered food for off-site locations. For Port Townsend Head Start/Early Head Start, pick up food from food service vendor, maintain appropriate food temperature(s) and serve to classrooms according to schedule, if applicable.
6. Monitor inventory of food products at off-site locations and report to Cook needed items at each site.
7. Deliver food to centers.

**JOB EXPECTATIONS FOR ALL POSITIONS**

**Work Environment**


1. Maintain confidentiality.
2. Report suspected child abuse and neglect, as per program policies and procedures.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and experiential backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program’s codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule, and monthly timesheet.

**Program**

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community and grantee administration.
7. Be an active participant on a program committee as assigned.
8. Generate and document in-kind contributions.
9. All staff will be required to participate in program activities outside of their normal work hours and scheduled workdays.

**Professional Development**

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).

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4. Document trainings and other professional development activities in professional portfolio.

**KNOWLEDGE SKILLS AND ABILITIES:**

1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Knowledge of labor laws.
6. Excellent communication skills.
7. Ability to work under pressure.
8. Ability to work under the direction of Cook.


**QUALIFICATIONS:**

1. High School Diploma/GED
2. Kitchen experience desired.

**ADDITIONAL REQUIREMENTS:**

- 1 Within 30 days of employment date, a health exam verification.
- 2 By employment date, TB skin test.
- 3 Within three months of employment date, obtain First Aid and Adult/Child CPR cards.
- 4 Within 30 days of employment date, obtain a Food Handler’s Permit.
- 5 By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.
- 6 With 7 days of employment date, apply for Portable Background Check through MERIT.
- 7 By employment date, State driver’s license, insurable driving record and current proof of auto insurance.
- 8 Complete BBP and CAN training prior to being with program children and families.

***Salary Grade ECS 17  
Hours varies by location***

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**Kitchen Aide  
PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Walking			X		
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls			X		
Repetitive motion of hands/fingers			X		
Grasping with hand, gripping			X		



**Kitchen Aide-ECS  
Employee Job Description /  
Physical Requirements and Potential Hazards**

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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials			X		
Exposure to needles or sharp implements			X		
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current	X				
Seeing objects at a distance				X	
Seeing objects peripherally				X	
Seeing close work (e.g., typed print)			X		
Distinguishing colors				X	
Hearing conversations or sounds				X	
Hearing via radio or telephone			X		
Communicating through speech				X	



Olympic Communities Action Programs

Kitchen Aide-ECS  
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	NA	NE	O	F	C
Distinguishing odors by smell				X	
Distinguishing tastes				X	
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people		X			
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date