



Kitchen Assistant Job Description

Mission: At Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing an environment where children eat nutritious foods and promote good eating habits and table manners while enjoying their mealtime together. To establish good relationships with parents and other staff members, and to stay current with best practices in nutrition/sanitation.

Qualifications:

- Must be at least 18 years of age.
- High School diploma.
- Prior large-scale food preparation is preferred.
- Ability to understand and follow specific instructions and procedures.
- Ability to read and follow recipes.
- Communicate effectively, both orally and in writing.
- Working knowledge of sanitation and safety procedures.
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.

Training Requirements:

- Keep abreast of changes in requirements set forth by sanitation and child development officials.
- Actively pursue opportunities for professional development in regards to food preparation and child development and growth.
- CPR/First Aid certification, desirable.
- Minimum of 16 in-service training hours in related topics.
- Possess or have the ability to be Serve Safe Certified.

General Responsibilities:

- Conduct self in word, deed, and attitude that is consistent with the current mission, philosophy, and goals of the center.
- Maintain professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors, and community-at-large.
- Exhibit genuine love for and desire to work with parents and their children.
- Enthusiasm, Initiative, and Foresight are evidenced in daily performance.
- Maintain a professional image, and a neat, well-groomed, and modest appearance. Hairnets or restraints are to be worn at all times while in the kitchen/dining areas.
- Approach responsibilities as a team player, accepting own assignments and the input of others.
- Follow all policies and procedures of TBCA.
- Greet children and parents, observing their general health and well-being.
- Assume responsibility for the health, safety, and welfare of all children enrolled in the school.
- Exemplifies good manners, good nutrition, and positive social skills by interacting with children.
- Follow monthly menus in accordance with meal patterns required by the state of N.C. for child care programs. Document and report to Preschool Director any menu change for any day.
- Utilize resources with respect, care, and stewardship.
- Coordinate and prepare snacks and meals for school.
- Make food substitutions as necessary in order to accommodate allergies and medical considerations.

- Adhere to sanitation and safety procedures required by county health inspectors.
- Keep working inventory of food items and supplies; restock supplies weekly.
- Clean all items used in the preparation process according to sanitation guidelines and maintain the cleanliness of appliances.
- Keep kitchen neat and organized; swept and mopped daily.
- Ensure that the trash is emptied constantly during high traffic times.
- Work cooperatively with TBC ministries in an effort to build rapport.
- Maintain open lines of communication with all Directors.
- Maintain accurate records of food used daily for Inventory.
- Maintain accurate records of purchases and check off as delivered on the invoice plus the Directors list of foods to come in, and then turn in to Kitchen Manager.
- Assist with all cleaning of lunch site area, such as: sweeping up floor, vacuuming, scrubbing food or liquid spills with a damp cloth. Once a week tables and chairs are to be wiped down thoroughly on top, sides, and underneath. Once quarterly the tables and chairs need to be power washed. (see maintenance).
- Assist with training of new members of the kitchen staff or substitutes.
- ALWAYS have open communication and work together as a team in the kitchen.
- Maintain the highest level of confidentiality with all matters at all times.

PHYSICAL DEMANDS

- Able to lift an average weight of 30-40 pounds from the floor to waist high.
- Able to push an average weight of 25-50 pounds from the kitchen, up the incline to the serving area.
- High level of repetitive motion with hands and arms.
- Continuous standing and walking for majority of shift.
- Frequent bending and lifting.
- Regular reaching overhead.
- Able to physically and mentally react immediately to unexpected circumstances.
- Able to handle stressful environments in positive and productive way stress.

I have read and understand the expectations required of me as an employee of Triad Baptist Christian Academy.

Employee printed name: _____ Date: _____

Employee's signature: _____