



Job Title: Kitchen Assistant

Department/Office: Early Childhood Learning Center

Hours: Up to 19 hours. M-F all or part of the following; 8-10 am., 10:30 am-1 pm, 2-4 pm.

Pay: \$8

Position Summary: The person selected for this position will be responsible for the distribution and clean up associated with the daily food service. This person will maintain facilities in a clean, safe, and presentable condition. This employee will not be expected to assist in the direct care of the children but may be asked to help with the children if an emergency occurs. Do not have to cook meals.

Requirements:

- Degree-seeking student, enrolled in at least 6 credit hours at CC or a partnership institution.
- Good academic standing.
- Must be at least eighteen years of age or older.
- Good health as confirmed by a physician's statement
- Proof of being free from tuberculosis
- Consent to Central Registry Background check for child abuse/neglect and fingerprinting (CC policy & procedure)
- Other requirements as regulated by the licensing agency

Essential Job Duties:

1. Provide assistance to teachers for food and cooking experiences they may wish to plan for the classroom.
2. Keep posted records for each child's allergies and consider them in meal and snack distribution.
3. Apportion food for family style service and distribute to appropriate age groups.
4. Wash and sterilize all dishes, utensils, and cooking and eating areas according to proper sanitation procedures.
5. Clean kitchen and eating areas after meals and keep kitchen area clean when on duty.
6. Attend staff meetings as needed.
7. Attend recommended training programs.
8. Operate kitchen equipment and notify the Director when supplies or maintenance on equipment are needed.

Expectations: This person should demonstrate good personal hygiene and understand the requirements for hygienic facility maintenance and housekeeping. In addition, this person should be interested in working with young children.

How to Apply:

Name: Donna Sonesen

Address: On Campus (Josendal Rd.)

Phone: 307-268-2586

Email: dsonesen@caspercollege.edu

APPLICATION INSTRUCTIONS

Please complete application. Put an X on the schedule where you are UNABLE to work.