

Stepping Stones Evening/Weekend Kitchen Assistant Job Description

ABOUT:

ORGANIZATION:

FRIENDS OF SWITCHPOINT IS A NON-PROFIT ORGANIZATION THAT HAS BEEN SERVING THOSE INDIVIDUALS, FAMILIES AND VETERANS IN WASHINGTON COUNTY WHO ARE EXPERIENCING POVERTY AND HOMELESSNESS SINCE 2014.

OUR MISSION: TO EMPOWER FAMILIES AND INDIVIDUALS IN NEED BY ADDRESSING THE UNDERLYING CAUSES OF THEIR POVERTY AND PROVIDING EACH CLIENT WITH A PERSONALIZED, COMPREHENSIVE PLAN THAT SUPPORTS THEM ON THEIR JOURNEY TO SELF-SUFFICIENCY AND THE OPPORTUNITY TO CONTRIBUTE TO THE COMMUNITY.

OUR VISION: WE BELIEVE EACH INDIVIDUAL HAS WORTH AND VALUE. CHANGE OCCURS WHEN PEOPLE ARE TREATED WITH RESPECT AND DIGNITY, EMPOWERED WITH SKILLS AND RESOURCES TO BETTER THEIR CIRCUMSTANCE.

GUIDING PRINCIPLES:

GOLDEN RULE: TO TREAT ALL PEOPLE AS WE OURSELVES WOULD WISH TO BE TREATED.

KINDNESS: TO DEMONSTRATE COMPASSION AND RESPECT FOR ALL PEOPLE.

POSITIVE INFLUENCE: TO JUDGE OUR EFFECTIVENESS BY THE EXTENT TO WHICH INDIVIDUAL LIVES ARE SAVED AND IMPROVED BY THE POSITIVE EXPERIENCE OF THE PEOPLE WE INFLUENCE.

LEADERSHIP: TO LEAD BY EXAMPLE, DEVELOPING, PROMOTING, AND SHARING NEW IDEAS AND PROGRAMS TO HELP THOSE EXPERIENCING HOMELESSNESS.

AUTHENTICITY: TO DO WHAT WE SAY WE DO.

TRANSPARENCY: TO BE OPEN AND HONEST IN OUR RELATIONSHIPS.

OUR MOTTO: IT TAKES ALL OF US TO END HOMELESSNESS.

STEPPING STONES CHILD CARE CENTER IS AN INNOVATIVE CHILD DEVELOPMENT CENTER THAT PROVIDES EARLY CHILDHOOD CARE AND EDUCATION TO CHILDREN AND FAMILIES AGES BIRTH-TWELVE. OUR CENTER OPERATES 24/7 TO ACCOMMODATE ALL SCHEDULES FOR WORKING FAMILIES. WE STRIVE TO CREATE A WARM, SAFE, NURTURING, AND HIGH-QUALITY ENVIRONMENT FOR CHILDREN IN OUR CARE.

ROLE AND RESPONSIBILITIES

SWITCHPOINT'S STEPPING STONES CHILD CARE CENTER IS SEEKING EVENING/WEEKEND KITCHEN ASSISTANTS:

If you enjoy cooking, meal preparation, and helping to provide nutritious and healthy food for children in child care where you can make a difference, then this is the position that you've been searching for. Stepping Stones childcare center is in search of part time Evening and Weekend Kitchen Aides to provide support in preparing meals and snacks for our children in care under the direction of the Kitchen Manager. This job is an excellent entry level position to gain the skills and experiences in food service. Stepping Stones Child Care is looking to hire a dedicated and reliable kitchen assistant to assist the cook with ingredient preparation as well as perform all washing and cleaning duties required in the kitchen. The kitchen assistant's responsibilities include assisting with inventory control, removing the garbage, washing garbage cans, and clearing refrigerators, freezers, and storage rooms.

To be successful as a kitchen assistant, you should exercise exceptional time management and ensure that all duties are completed in a timely manner. Ultimately, an outstanding Kitchen Assistant should be able to comply with all food health and safety regulations.

Job Responsibilities:

- Properly cleaning and sanitizing all food preparation areas according to established standards of hygiene.
- Washing and appropriately storing all cooking appliances, instruments, utensils, cutting boards, and dishes.

- Assisting the Cook with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
- Sweeping and mopping the kitchen floors as well as wiping down kitchen walls.
- Assisting with the unloading of delivered food supplies.
- Organizing and correctly storing food supplies.
- Promptly transferring meal ingredients from storage areas to the kitchen.
Stirring and heating soups and sauces as well as preparing hot beverages.
 - Protect the privacy and confidentiality of information pertaining to families, children, team members, administration.
 - Build positive relationships and communicate in a respectful manner with families, children, team members, administration, and the community in which we serve.
 - Prepare evening meal and snack to children in care.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Highschool Diploma/GED
- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic always.
- Ability to work as a team member with other staff and with families of children in care.
- Must be at least 18 years old.
- Must pass a Utah Child Care Licensing Background Check.
- Obtain required training upon hire per Utah Child Care Licensing: Preservice training that consists of 2.5 hours of training before assuming work duties.
- Complete and maintain current CPR/First Aid and Food Handlers Permit certifications.
- Must be available to work a flexible schedule to meet the child care needs of families. This position is perfect for college students needing flexible, evening, and weekend hours.

ADDITIONAL NOTES

Benefits:

Paid Time Off

I.R.A. with 3% Match