

## HQEL Kitchen Aide

**REPORTS TO:** HQEL Site Manager

**FLSA STATUS:** Non-Exempt

**STATUS:** Part time or full time based on the needs of each site **SAFETY SENSITIVE:** Yes

---

### **Job Summary:**

Responsible for preparing meals and snacks to meet dietary needs of children, including maintaining site for regular use in a safe and clean manner within the Head Start Program.

### **Essential Functions:**

The Kitchen Aide will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Kitchen Aide responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Kitchen Aide will demonstrate competency to perform essential functions that include:

- Maintain food portion control per CACFP guidelines.
- Sort food for meal preparation for each classroom.
- Adhere to sanitation and safety procedures prescribed for the Head Start kitchen.
- Assure that food temperatures are hot or cold enough and that kitchen area(s) are sanitary so that health standards are maintained.
- Wash dishes, pots, pans and utensils using approved sanitation methods.
- Return all items to their proper storage site.
- Complete routine maintenance of main kitchen and equipment, including weekly deep cleaning.
- Deliver meals from main kitchen to classroom kitchens as assigned.
- Order supplies as needed.
- Assist in receiving orders from vendors, insuring those proper items have been delivered.
- Assist with food inventories as assigned.
- Responsible for the cleaning and cleanliness of site classroom(s)
- Attend meetings and trainings as needed and required.
- Utilize virtual platforms for meetings and communications

### **Minimum Qualifications:**

- Perform essential functions/special requirements of the job and obtain a Food Handlers Certification.
- Kitchen Aides **may not** drive to pick up supplies, etc. unless a copy of vehicle insurance and driver's license is on file.
- Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, if required and provide a vehicle for program business.
- CPR and First Aid EHS Kitchen Aide.
- Food Handlers Card or Certificate within 10 calendar days of hire.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Meet all agency, state and federal required immunizations or have an approved exemption on file
- Must be able to speak, read, write, and understand English.

### **Knowledge, Skills, and Abilities:**

- Knowledge of approved sanitation methods, quantity food preparation, equipment, Agency safety standards, adult learning styles required, monitoring procedures, supervision and legal requirements required. Knowledge of Head Start Program Performance Standards,
- Ability to work independently, possess team membership skills, and be able to make routine decision making such as when to communicate to teachers and parents and what program are needed, when emergencies arise, etc.

- Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.
- Knowledge of Child and Adult Food Program (CACFP) and how to implement per position.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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

\_\_\_\_\_  
Date