

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Full time**

POSITION TITLE

Kitchen Assistant

GRADE

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ORGANIZATIONAL UNIT

Child Care Center

REPORTS TO

Director of Child Care Center

APPROVED BY

SUMMARY

The kitchen assistant will be responsible for the daily meals and dishes. Prepares breakfast and snack each day along with prepping the lunch for the food carts. Follows CACFP (Child and Adult Care Food Program) food guidelines when portioning out daily meals as well as record all meals each day.

NATURE AND SCOPE

- Plan meals and snack in cooperation with the Director and in accordance with CACFP guidelines.
- Work with the current food service vender.
- Responsible for the production of all meals and snacks.
- Responsible for the service of all food item to ensure proper procedures are followed in individual group settings.
- Responsible for the sanitation regulations for meal production, meal service and final clean up.
- Generates weekly food and supply orders and maintains a physical inventory of food and supplies.
- Accountable for meeting all health and safety codes in both food production areas, kitchen facilities and food and/or supply storage areas.
- Accurately maintains all records and documentation required by CACFP, local sanitation codes and as specified by the Director in a timely manner.
- Attends staff meeting and in-service training.
- Works together with educational staff.
- Works with the Director to upgrade the food service program as necessary
- Performs additional related tasks as assigned by the Director.

MINIMUM OUALIFICATIONS

Child Development Associate Credential (CDA) or equivalent with previous experience working in a day care kitchen setting. Trained on CACFP or able to obtain all trainings in a timely manner. Demonstrated ability to work cooperatively in a team environment. Current certification in First Aid and CPR required. If a candidate does not possess certification at the time of employment, the incumbent must obtain this certification within three months of the date of appointment. The incumbent must maintain valid certification for the duration of employment.

ADDITIONAL REQUIREMENTS

NYS OCFS background check and physical are required at the time of appointment.