

Posted: August 8, 2019

## **PART-TIME KITCHEN ASSISTANT**

**CHILD DEVELOPMENT CENTER**  
Part Time (20 hrs./wk.)

**Schedule:**  
**Mon-Fri: 10:00-2:00**

North Central State College is accepting resumes for a **part-time Kitchen Assistant** at the Child Development Center. The Kitchen Assistant works closely with the Cook to prepare and cook food, maintain cleanliness and order of kitchen, assist with inventory control, and assist with meal planning and recordkeeping.

*Essential duties/responsibilities include but are not limited to the following:*

### Maintain Cleanliness and Order of Kitchen

- Clean and sanitize dishes, utensils, cookware, kitchen equipment, sinks, refrigerators and kitchen work counters
- Organize kitchen and storage areas
- Perform other related duties as assigned

### Cook and Prepare Food

- Cook and prepare food to fulfill menus, special dietary or nutritional restrictions and number of portions to be served
  - Weigh or measure ingredients
  - Read and follow recipes and package directions for food preparation
  - Prepare foods in accordance with accepted food preparation guidelines
  - Chop, measure, combine, separate or pour ingredients by hand or using kitchen equipment
  - Operate kitchen equipment
  - Portion and wrap the food and prepare for family style meal service
  - Store food in containers and appropriate storage areas to prevent spoilage
  - Inspect stored food for continued freshness and use
- Perform other related duties as assigned

### Food and Supply Inventory

- Assist with, or perform independently in the absence of the Head Cook:
  - Review inventory and menus and order items from external distributors as needed to meet menu
  - Accept and review accuracy of food and supply deliveries
  - Prepare purchase requests for approval
  - Visit local stores to shop for food and supplies
- Perform other related duties as assigned

### Kitchen Planning and Recordkeeping

- Assist with, or perform independently in the absence of the Head Cook:
  - Plan menus to meet program guidelines, state and federal nutrition guidelines and make accommodations for special dietary needs
  - Complete paperwork for menu changes, census sheets and inventory to fulfill reporting requirements
  - Conduct and record results of monthly and year-end inventory of food and supplies
  - Present information about food program requirements to Center staff
- Perform other related duties as assigned

### **Required Qualifications:**

**Education:** High school diploma or GED

**Experience:** Three months food preparation work experience preferred

Please express your interest in this position by submitting a letter of application and resume to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 8/22/19 and until filled