



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title: Kitchen Assistant

Status: Non - Exempt

Terms: Permanent Full Time

Location: Hoke Head Start Center

Reports To: Center Manager

Job Summary: Provides assistance to ensure that established agency policies and procedures are strictly complied with. Assist in the preparing, cooking, and serving attractive, well balanced meals according to the approved menu. Provides assistance in keeping current and accurate records. Assists with the implementation of nutrition activities in the daily lesson plan. Complies with all sanitary standards and day care licensing regulations.

Essential Duties and Responsibilities:

- Preps and cook family style meals for adults and children.
- Cooks food in quantities according to menu and number of persons to be served.
- Ability to follow written and verbal instructions and have knowledge of arithmetic.
- Must be able to write daily, weekly, and monthly reports.
- Must possess the ability to comprehend, process, interpret and carry out instructions spoken in the English language and written in a variety of documents and references relevant to the job.
- Sufficient verbal skills, speech and hearing as required for effective interpersonal communication with children, parents and staff is a must.
- Must have the ability to lift, manipulate and move objects weighing no more than 30 pounds from one place to another.

- Vision must be sufficiently correctable to permit full performance of all job duties.
- Must have the ability to drive or provide transportation for required travel in service area. Must have health certificate.
- Participate in agency sponsored training and workshops as required and any professional development training opportunities and Child Development Training requirements as required.
- Any other duties as assigned.

Education Requirements:

- High school diploma

Required Work Experience:

- One Year experience in cooking large meals
- Must have or obtain a food handlers card within 90 days of employment

Equal Opportunity Employer