



BOYS & GIRLS CLUB
of Oklahoma County

POSITION DESCRIPTION

TITLE: Kitchen Assistant

LOCATION: Memorial Park Club

REPORTS TO: Unit Director

WORK SCHEDULE: Part-time, generally scheduled 12:30 p.m. – 6:30 p.m. Monday-Friday during the school year; hours extended during school breaks

CLASSIFICATION: Exempt Non-Exempt

PRIMARY FUNCTION:

The Kitchen Assistant is responsible for helping in all aspects of the kitchen, including preparing and serving nutritious meals and snacks, tracking and documenting all meals served, coordinating with the Regional Food Bank, and cleaning the kitchen and eating area.

KEY ROLES AND RESPONSIBILITIES: (not all inclusive)

- Prepare and serve nutritious meals and snacks to all members
- Prepare substitute items for members with dietary restrictions
- Practice safe food handling techniques in food preparation and storage
- Maintain records as directed by Regional Food Bank and Unit Director
- Maintain a safe, clean and sanitary kitchen pantry, storage, and eating area at all times. (Includes washing items used in food preparation, taking out the trash, and cleaning all areas associated with food service such as tables, floors, walls, etc.)
- Attend Regional Food Bank trainings and workshops as needed
- Maintain a high standard of customer service in dealing with members, parents, volunteers, and staff members.
- May be asked to participate in special programs or events
- Other duties as assigned

SKILLS/KNOWLEDGE REQUIRED:

- Ability to organize and supervise youth in a safe environment
- Experience in basic food safety and sanity standards
- Ability to lift 20–30-pound items on a daily basis
- High school diploma or GED

SKILLS/KNOWLEDGE PREFERRED:

- Experience in food production or commercial cooking or with child food care program preferred
- CPR Certification

GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and/or emotional abuse.
- Modeling Healthy Behavior—teaching youth/teens the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/teens of all abilities can be successful and participate. BGCOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participate in annual professional development opportunities that continue to cultivate their skills in the youth development field.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well-lit, heated and ventilated building. On occasion, must work outside.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities and effectively communicate with a variety of audiences in various settings.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.