



Employee Job Description

Position Title: ***Kitchen Aide***

Upon the approval of the Administrator, this is a part-time position subject to the following parameters and compliance to the VCA Terms of Employment.

Directly responsible to: Kitchen Coordinator/Business Manager **Supervises:** N/A
Hours/Days: 3-4 hours per day as scheduled, to begin first day; end last day of the school year.
Evaluation: Performance will be evaluated by the supervisor in accordance with established evaluation forms, procedures, and this job description.

I. General

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Kitchen Aides will assist the Kitchen Coordinator in food preparation, distribution, service, and all kitchen clean-up associated with Valley Christian Academy's daily lunch program.

II. Qualifications

- A. Have received Jesus Christ as personal Savior and Lord, be active in a Bible-believing church, lead a separated life, and display Christian maturity as a positive example to others in personal conduct and Christian walk.
- B. Agree with Valley Christian Academy's Statement of Faith.
- C. Demonstrate ability to work efficiently under pressure.
- D. Possess strong "People Skills."
- E. Demonstrate comfort and ease working with food preparation.
- F. Follow all state food service licensing standards; comply with all directives set forth by the Portage County Health Department.
- G. Provide a physician's statement of ability to execute position, if required.

III. Responsibilities

The Kitchen Aide will assist in the daily operation of the food services program at Valley Christian Academy. At the discretion of the Kitchen Coordinator, duties may include:

- A. Kitchen Responsibilities:
 1. Food preparations.
 2. Serving the students in love.
 3. Refilling paper goods and beverage supply/condiments/etc.
 4. Washing Dishes; cleaning kitchen surfaces.
 5. Cleaning/disinfecting trays, utensils, and cookware.
 6. Cleaning interior of refrigerators, freezers, ovens, stove and cupboards.
 7. Assist in receiving orders / ordering food and beverages when necessary.
 8. Assist in receiving and putting away deliveries.
 9. Other miscellaneous duties.
- B. Lunchroom Responsibilities
 1. Assist in upholding lunchroom guidelines and serve the students in love.
 2. Set up serving supplies: condiments, napkins, etc.
 3. Loading and fronting milk and juice supply when necessary.
- C. Other duties as assigned by the supervisor and/or administration.