



507 1<sup>st</sup> Ave. N  
Escanaba, MI 49829  
(906) 786-7080 – Phone  
(906) 789-9423 – Fax

The Community Action Agency Early Childhood Program is currently accepting applications for the following position:

Part-time (21 hours) **Kitchen Aide** in Manistique.

Candidates must have a high school diploma/GED.

Entry wage is \$12.11 – \$15.58 depending on experience.

Benefits include paid sick and vacation time, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA ECP, Attention: Sharon Reisner, 111 N 5<sup>th</sup> St., Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

<b>Program:</b>	Early Childhood	<b>Reports to:</b>	Health/Disabilities Manager/Co
<b>Job Title:</b>	Kitchen Aide		
<b>Job Location:</b>	As assigned	<b>Supervises:</b>	No supervisory duties
<b>Job Classification:</b>	Part Year, Hourly, Full or Part-time / Union Position		

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**QUALIFICATIONS**

**Experience:** Experience working with food preparation preferred. Experience with CACFP/Michigan Child Care licensing program requirements preferred.

**Education/Credentials:** High school diploma/GED required. Food Safety Certification preferred.

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 4-6 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings and/or weekends.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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**MISSION STATEMENT FOR KITCHEN AIDES**

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

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**ESSENTIAL FUNCTIONS**

1. Maintain a clean environment for food service.
2. Develop and maintain competency in the use of electronic record keeping and communications as directed by supervisor.
3. Monitor center inventory for food service supplies. Prepare orders for new inventory.
4. Operate and maintain all of the kitchen equipment.
5. Work with the center manager, staff and volunteers to help maintain timely, orderly and efficient meal/snack service.
6. Follow all ECP, CACFP (Child and Adult Care Food Program) and Michigan Child Care Licensing food handling and service regulations.
7. Perform grocery shopping as needed for the center.
8. Serve as a contact person with the CAA senior kitchen staff to coordinate meals and snacks.
9. Demonstrate respect for others by sharing information objectively and non-judgmentally, and adjust verbal and written communication strategies for different audiences.
10. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them, and by ensuring that confidentiality policies are followed across the program.
11. Constant and active supervision is maintained when staff member is working with children, in any capacity.
12. The health and safety of children in the care of the program is a priority for staff in any capacity.
13. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
14. Development and implementation of ongoing professional development goals as approved and/or assigned.
15. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
16. Complete all documentation and reporting requirements in an accurate and timely manner.
17. Support the program's efforts to generate Non-Federal Share.
18. Abide by all Community Action Agency/Early Childhood Personnel Policies.
19. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.
20. Participate in recruitment efforts as assigned or needed

21. Collect all menus, attendance, food temp logs, cleaning checklist from classroom staff each week, review for accuracy and send to HDM/HDC on a weekly basis

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.