



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Corona-Norco Family YMCA  
Position Description & Performance Standards**

**Position: Kitchen Assistant/Nutritionist**

**Reports to: Nutrition Services Coordinator**

**Pay Range: \$17.00-\$19.00 per Hour**

**FLSA Status: Part-Time**

**Job Description Summary:**

The Kitchen Assistant is responsible for preparing meals for the children in our programs by following the CACFP Standards and Nutrition Guidelines. This position reports to the Nutrition Services Coordinator.

**Position Summary:**

- Responsible for meal preparation for children enrolled in the program at multiple sites.
- Responsible for CACFP Training and Program compliance
- Responsible for the cleanliness and maintenance of the kitchen
- Responsible for the organization of food supplies and kitchen equipment
- Responsible for various daily maintenance duties
- Responsible for maintaining documentation and paperwork for the program.
- Participate in YMCA Community Events and training.
- Ability to travel to other sites to cover programs if necessary.

**Qualifications/Job Requirements:**

- High school graduate or equivalent
- Must attend CACFP trainings
- Knowledge of CACFP Program and Nutrition Guidelines
- Must successfully pass fingerprint and criminal investigation screening
- Must possess a valid food handler's card and ensure card is kept up to date
- First Aid/CPR certificate required
- Must successfully pass TB test and health screening requirements
- Must possess a professional and caring manner and relate well with both children and adults

**Duties and Responsibilities:**

- Prepares lunches and warms meals for the childcare program
- Prepares and serves snacks for the childcare program
- Ensure that the kitchen is kept clean, and that all food is properly stored and refrigerated.
- Organize food supplies as well as kitchen equipment.
- Ensure that the facility is kept clean and assists with general daily maintenance.



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**Physical Requirements:**

- Ability to sit, walk and stand for extended periods.
- Ability to bend, lean and stretch.
- Fine manipulation and simple power grasping ability required.
- Ability to lift to 30 pounds.

**PERFORMS ALL OTHER DUTIES AS ASSIGNED**

**YMCA COMPETENCIES**

**Mission Advancement:** Accepts and demonstrates Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remain calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establish goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting and policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience to members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Having the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

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Employee Signature

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Date

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Supervisor Signature

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Date