

## **JOB DESCRIPTION**

TITLE: Kitchen Aide

LOCATION: ST. FRANCIS EARLY LEARNING CENTER

MAJOR RESPONSIBILITIES: To prepare all meals for children, maintain kitchen, handle all paperwork and menus

SUPERVISION RECEIVED: Direct supervision from director when needed, guidance from director and group supervisor when needed, level of supervision varies with experience and need.

---

### **DUTIES & RESPONSIBILITIES:**

To order all meals, receive and store delivery, fill out scan sheets, track inventory, heat & serve all meals and maintain kitchen

### **REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and orientation to the philosophy of the Parish as presented in the Mission Statement

Knowledge of the policy and procedures governing the Parish and the Center

Knowledge of the policy and procedures governing the Center by the Commonwealth of PA

Ability to multitask and function positively in a stressful environment

Ability to lift and carry boxes weighing 50lbs or more

Excellent communication skills

Maintain a clean, safe and healthy environment

Any additional tasks required

---

### **DUTIES & RESPONSIBILITIES:**

To assist group supervisor and director in the implementation of daily program activities, plan organize and develop lesson plans, research and implement curriculum based activities, supervision of children, preparation of materials and lunches and provide leadership and guidance to classroom aides as well as any other required tasks.

### **REPRESENTATIVE KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of and orientation to the philosophy of the Parish as presented in the Mission Statement

- Knowledge of the policy and procedures governing the Parish and the Center
- Knowledge of the policy and procedures governing the Center by the Commonwealth of PA
- Knowledge of Keystone Stars
- Knowledge of Early Childhood trends
- Knowledge and ability to use technology within the classroom with children and as a teacher resource
- Ability to multitask and function positively in a stressful environment
- Ability to lift and carry children weighing up to 50lbs
- Ability to handle crisis and perform well under pressure
- Maintain a clean, safe and healthy environment
- Provide an enriching educational environment
- Ability to nurture and care for young children in a loving but professional manner

**MINIMUM REQUIREMENTS:**

- HS Diploma
- 2+ years experience working with children
- Excellent verbal & written communication skills
- Ability to interact with children from the floor to standing position
- Excellent leadership skills
- Ability to be a team player in a diverse environment

**PREFERRED REQUIREMENTS:**

- 5+ years experience working with children in a center environment
- 15+ credits in ECE or AA or BA in ECE or EE
- Current knowledge of the Keystone Stars Program
- Current knowledge of PA licensing regulations
- Excellent computer and research skills
- Experience working with special needs children