Position Title: Kitchen Assistant
Position Department: Child Development Center (CDC)
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: $15.00 per hour
Reports To: Cook

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Associated Students Summary
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Associated Students Child Development Center (ASCDC) serves students, faculty, staff, alumni, and community families by providing childcare to children 4 months to 5 years of age. We are part of the Associated Students, SJSU, an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

Position Summary
Under the direction of the Child Development Assistant Director, the Kitchen Assistant works to support the mission of the Associated Students Child Development Center (CDC) by maintaining strict adherence to Child and Adult Food Program (CACFP) guidelines while supporting overall kitchen operation needs at the center.

Essential Functions
- Reports to Cook for all daily kitchen operations
- Supporting the Cook by setting up carts with correct portions for food, drink and condiments
- Setting up trays for afternoon snack
- Distributing lunch, snack and breakfast to classrooms
- Discarding left-over food in garbage bins, taking care to look for silverware, plates & cups
- Setting up next day's breakfast & lunch carts with appropriate hardware & utensils
- Reporting to Cook when problems arise:
  1. Low on supplies
  2. Substitution decisions
- Clean, breakdown, recycle cardboard boxes & other recyclable food containers
- Restock refrigerators, cupboards supplies & storage containers
- Supporting the Cook to distribute all the food items
- Maintaining temperatures for all refrigerators
- Helps to maintain a clean kitchen and environment: counters, refrigerators, oven, microwave, drawers, cabinets, dish sterilizer
- Washing & sanitizing dishes, bins, carts, food storage containers, cooking pans after breakfast and lunch
- Participate in required health and safety training as needed

Knowledge, Skills, and Abilities
- Ability to work independently with little or minimum supervision.
- Requires excellent verbal and written communication and interpersonal skills.
- Ability to provide customer service within a diverse culture.
- The ability to follow directions, work well with other employees and the general public, learn and adapt to new kitchen procedures in a timely manner as well as ability to work well under pressure.

Work Environment, Hours and Physical Demands
- Ability to work as a team player. This job operates in a kitchen environment and routinely uses standard kitchen equipment.
- Must be able to operate kitchen equipment
- Must be able to occasionally lift or carry kitchen products or supplies, up to 40 pounds.
- Must be available Monday through Friday from 8:00AM – 5:00PM
- Reliable and consistent work attendance and professionalism is required.

Required or Preferred Education and Experience
- Must be a current matriculated SJSU student
- Must be age 18 years or older

Notes to Applicants
This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.
Deadline
The position will remain open until filled.

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