



**Associated Students, San Jose State University**  
**One Washington Square**  
**San Jose, Ca 95192-0128**

**Position Title:** Kitchen Assistant  
**Position Department:** Child Development Center (CDC)  
**FLSA Status:** Non-Exempt  
**Full/Part-Time:** Part-Time  
**Compensation:** \$17.00  
**Reports to:** Chef & Food Program Coordinator

Click [here](#) to apply!

### **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.

### **Position Summary**

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:
  - Low on supplies
  - 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**

- Previous experience working in a kitchen environment required
- Ability to work as a team player
- 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.
- Reliable and consistent work attendance and professionalism is required.

### **Work Environment, Hours and Physical Demands**

- 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 Thursday 9:30 AM – 11:30 AM

### **Other Duties**

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

### **Required or Preferred Education and Experience**

- Must be a current matriculated SJSU student
- Must be age 18 years or older

### **Notes to Applicants**

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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.

Click [here](#) to apply!