



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

<p>POSITION: Head Start Kitchen Assistant</p> <p>LOCATION: Batavia Head Start 5073 Clinton St. Rd., Batavia, NY</p> <p>HOURS: 33 hours/week, 42 weeks/year* 8:15 AM-3:45 PM, Mon - Wed 9:15 AM-3:45 PM, Th - Fri \$15/Hour</p> <p>* school holidays, winter, spring</p>	<p>QUESTIONS OR RESUME TO:</p> <p><i>Human Resources Administrator</i> 409 East State Street Albion, NY 14411 hr@caoginc.org (585)589-5605</p> <p>RESPOND BY: December 1, 2023 <i>(If not filled, posting to remain open.)</i></p> <p><i>Note: Internal Candidates may respond with a letter of interest and resume.</i></p>
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MAJOR RESPONSIBILITIES

- Wash dishes, pots and pans, cleans and sanitizes kitchen
- Assists in preparation and delivery of meals for children
- Covers for Cook in his/her absence
- Follows Federal, State, and local sanitation policies and procedures
- Maintains inventory of food, paper, and cleaning supplies and assists with required documentation

REQUIRED MINIMUM QUALIFICATIONS

- Valid NYS Driver's license and vehicle with acceptable record; proof of minimum insurance according to agency policies
- Able to pass NYS physical for daycare licensing
- Clearance through NYS Central Registry for Child Abuse, NYS Justice System for the Protection of People with Special Needs, and Department of Justice fingerprinting.
- Ability to lift, up to 50 pounds, bending, and kneeling required

EDUCATION

- High School diploma or GED

DESIRED QUALIFICATIONS

- Previous experience working in setting with young children
- Experience in large quantity cooking