**POSITION ANNOUNCEMENT**

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

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|  **POSITION/TITLE: Kitchen Assistant**   **POSITION LOCATION: Batavia Head Start** **5073 Clinton St. Rd., Batavia, NY**  **PAY/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** *\* school holidays, winter, spring**& summer breaks off* |  | **QUESTIONS OR RESUME TO:** *Human Resources* *409 East State Street* *Albion, NY 14411* *hr@caoginc.org 585-589-5605 x104*RESPOND BY: 08/20/2024 Note: Internal Candidates may respond with a letter of interest.  |

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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
* NYS physical for daycare licensing required
* 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

Community Action is an Equal Opportunity Employer EEO Contact Person: Lisa Elschker-HR Generalist lelschker@caoginc.org  |