

## Substitute - Kitchen Staff & Cook

### Job Description

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Department:	Preschool Education
Reports To:	Preschool Health Supervisor
Duration:	Year-round or School Year
Salary Range:	\$15.05 – 15.67 p/h Depending on Experience
Job Type:	Substitute

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### Denise Louie Education Center Background

Providing high quality early learning services and family support is critical to the success of our community. Children who do not have access to high quality early learning experiences are 25% more likely to drop out of school, 40% more likely to become a teen parent, 50% more likely to be placed in special education, and 70% more likely to be arrested for a violent crime.

Our children deserve better — and we cannot afford not to solve this problem. Investing in early learning now means we won't be paying nearly so much down the road for "safety net" and correctional services. Beyond budgets, Denise Louie kids deserve a chance at a quality education and opportunity to be successful. Children from low-income families deserve to grow up in the same high-quality learning environments you would choose for your own children. A Rice University study found that a child from a high-income family will experience 30 million more words within the first four years of life than a child from a low-income family. Denise Louie helps close the "opportunity gap" so that kids can enter kindergarten ready to be successful and their families have the tools to support them.

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### *General Description of Duties*

- Prepare meal services for children and cleans afterwards

### *Essential Attributes*

- Adaptive to requirements within the field of early childhood education; and is flexible to adjust to Denise Louie's fast-paced environment.
- Opportunity to demonstrate motivation by seeking out new opportunities to improve and enhance the program in alignment with DLEC's philosophy of education. Takes the initiative to identify and address opportunities.
- Opportunity to display excellent communication skills by articulating ideas and opinions in a clear, concise and persuasive manner. Is positive, open to receive and provide constructive feedback.
- Opportunity to demonstrate accountability by taking on and meeting commitments even when faced with obstacles and challenges. Takes ownership of the kitchen and is reliable, meeting both individual and agency goals on time.
- Opportunity to display respect by communicating with children, staff, families, and the community with openness, honesty, and sensitivity.
- Opportunity to display passion for the community served, the mission and values of Denise Louie.
- Demonstrated ability to maintain positive, compassionate, empathetic, and respectful working relationships with families, children, and employees from diverse cultural backgrounds.

### *Skills, Competencies and Experiences*

- Food Handlers Permit
  - Bilingual in a language spoken by DLEC parents preferred
  - Ability to stand for extended periods of time
  - Able to routinely kneel, bend, & crouch
  - Able to communicate in English verbally and in writing
  - Bilingual in a language spoken by DLEC parents preferred
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### *Accountabilities*

- Set out food, dishes and utensils for breakfast, lunch and snack
- Wash and sanitize all food service equipment and materials used in preparing, cooking, transporting, serving and storing of food and non-food items
- Keep food equipment, utensils and food in a safe condition, including recording temps of food at delivery and before serving
- Work with Education Supervisor and Health Coordinator to ensure quality from food service provider
- Make sure there are thermometers in each refrigerator and freezer, including classrooms
- Prepare supply requests and take weekly inventory for kitchen and facility
- Complete indoor and outdoor “Health and Safety Checks”
- If applicable, empty classroom garbage after meal time
- Assist in classrooms & play area as requested
- Assist with children on and off the bus
- Assist staff with general office duties as assigned