

THE CHILDREN'S HOME

Position: Assistant Cook/Custodian

Responsible To: Superintendent of Buildings and Grounds

Position Purpose:

1. Assist Campus Cook in the preparation and clean up of meals.
2. Assist custodian on cleaning needs of facilities.

Status: Non-exempt

Qualifications:

1. Knowledge in preparation of nutritious meals.
2. Ability to lift heavy equipment and large containers of food.
3. Knowledge, experience, and skill in using cleaning equipment and supplies.
4. Physical adeptness to perform all job duties.
5. Agrees with and adheres to the General Principles and Qualifications, Section #401, in the Personnel Policies of The Children's Home.

Job Responsibilities:

Technical Skills

1. Assist with cooking and cleaning tasks as directed by the Superintendent of Buildings and Grounds.
2. Attends all required training and assumes responsibility for Professional Development by attending workshops, classes, etc. to improve or learn new skills.

Cultural Awareness

3. Ensure the provision of culturally sensitive services.

Quality Improvement

4. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
5. Ensure compliance with all applicable standards of practice.
6. Actively promote the mission, values and purpose of The Children's Home. Demonstrate adherence to all applicable ethical standards.

PHYSICAL DEMANDS Medium

Position involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 20 pounds.

Frequent walking, standing, and sitting

Frequent reaching and/or grasping using hands and/or arms

Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects

Visual ability including distance, peripheral and depth perception

Ability to drive

Regularly required to talk and hear.

Ability to spend long periods of time standing, bending, stooping, and walking around the facility while supervising and/or participating in the activities and assisting in the movement of the residents.

Accompany residents on field trips requiring the physical stamina to walk a least a mile.

Able to climb stairs repeatedly

Job requires physical stamina; agility required to manage young, active clients.

Must be able to perform restraints

Working Conditions:

While performing the duties of this job, the employee will be subjected to outside weather conditions and works daily with electrical appliances, vacuum, buffers, and extractors. There is occasionally exposure to fumes or airborne particles and toxic or caustic chemicals. Noise level in the work place is usually moderate.

The above list is not all-inclusive. Other responsibilities may be may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature
