Position Title: Kitchen Assistant  
Position Department: Child Development Center (CDC)  
Status: Part Time, Student Status  
Pay Rate: $13.50 per hour  
Reports to: Cook

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POSITION PURPOSE
Under the direction of the Child Development Assistant Director, 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.

ASSOCIATED STUDENTS
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Kitchen Operations (50%)
- 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:
  1. Low on supplies
  2. Substitution decisions
- Clean, breakdown, recycle cardboard boxes & other recyclable food containers

Inventory (20%)
- Restock refrigerators, cupboards supplies & storage containers
- Supporting the Cook to distribute all the food items
- Maintaining temperatures for all refrigerators

Health and Safety (30%)
- 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
GUIDELINES

This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

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 before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be May 7th, 2018. The position will remain open until filled.

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