



Kitchen Assistant

Job Description

Date Posted:**About North Marin Community Services**

North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 11,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement. Visit www.northmarincs.org to learn about the impact of our services, and how you can make a difference in Novato.

Job Title:

Kitchen Assistant

Status:

Part-time Hourly, non-exempt position. Hours are 9:00 am to 1:00 pm. Opportunity for more hours occasionally available.

Salary Range:

\$23/hour. Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO (mental/physical health and vacation) in your first year, 12 paid holidays/year, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250.

Reports to:

Child Development Program Assistant Manager

Purpose:

This position will assist the Head Cook in planning, organizing and preparing nutritious meals for the Child Development Programs.

Essential Functions:

The major responsibilities for the Kitchen Assistant position are:

- Assist Head Cook in the preparation of breakfast, lunch and snacks daily for School Age and ECE children; distribute to ECE classroom. Daily clean-up of kitchen and appliances.
- Accommodate any youth dietary needs or dietary restrictions.
- Available for split shift work, flexible work schedule.
- Work well with others as part of a team.
- Be accountable to staff, agency, and CACFP regulatory procedures.
- Complete any related tasks assigned by Head Cook
- Other tasks assigned by members of Management team.

Qualifications:

Required Qualifications:

- English fluency
- Enjoys cooking and nutritious meal planning with an emphasis on fresh produce at all times.
- ServSafe Food Handlers Card
- Excellent communication and organizational skills.
- Enjoys working with and nurturing children from diverse cultural, socio-economic and linguistic backgrounds.
- Basic mathematic calculations and conversions for the Food Program.
- 18 years of age or older

Preferred Qualifications:

- Child and Adult Care Food Program training
- Prior experience working in the kitchen
- Experience preparing meals for groups of 50-100 people
- Basic MS Excel skills
- Meal prep experience for children ages 2 and older
- Be a strong ambassador for the agency.

North Marin Community Services
For more information about our agency or our programs, visit www.northmarincs.org

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

**To apply for
this position:**

Please visit <https://www.northmarincs.org/careers-internships/>

**Equal
Opportunity**

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.