



# Alphabet Academy

6355 Beechtree Dr. \* West Des Moines, IA 50266 \* (515) 223-1387 \* (515) 225-2203 FAX \* [www.AlphabetAcademyWDM.com](http://www.AlphabetAcademyWDM.com)

## Job Description: Kitchen Leader

### General Summary

The Kitchen Leader's primary responsibilities are duties required to feed children and maintain a sanitary environment. This position is accountable for all aspects of food preparation and cleaning supply availability.

### Essential Functions

- Prepare and distribute food based on USDA food program guidance
- Organize kitchen, pantry, cafeteria, and adult bathroom areas in preparation for food service and cleaning responsibilities
- Maintain documentation of information and procedures for food service and cleaning responsibilities, such as recipes, routines, and checklists
- Complete center-wide laundry tasks on a scheduled routine
- Coordinate and deliver supplies to meet cleaning supply and laundry needs of classrooms
- Communicate with classrooms to understand daily head counts for food service
- Responsible for communicating kitchen and cleaning inventory replenishment
- Exhibit fiscal responsibility during supply procurement
- Maintain, print and distribute menus in center
- Conduct activities on a regular basis to maintain kitchen equipment in good working order
- Maintain a neat, safe and clean work environment
- Supervise Kitchen Assistants
- Accomplish 'To Do' priorities as assigned
- Provide prompt, friendly and attentive service
- Adhere to Alphabet Academy policies and philosophies
- Exhibit an attitude of professionalism and service

### Requirements:

#### Experience

- Experience with menu planning, meal preparation, and shopping list planning in a business setting
- Familiarity of CACFP nutritional guidelines and requirements
- Leading other co-workers in a team based environment

#### Education

- High School Diploma or equivalent
- Higher education degree, such as certificate, diploma
- SafeServ Certification preferred

#### Required Knowledge, Skills, and Abilities

- Basic computer and math skills
- Understand safe handling and storage of food
- Excellent communication and interpersonal skills
- Participate in ongoing training to meet state licensing requirements
- Valid driver's license and reliable transportation

- Maintain a positive and professional work environment
- Passion for children and education
- Attention to detail
- Willing to learn all areas of the center and help train others
- Proven track record of being a team player
- Availability must be flexible to the needs of the business
- Minimum age requirement of 18 years of age

**Physical Requirements (with or without accommodation)**

- Ability to walk and be on feet for up to 12 hours a day
- Ability to lift up to 50 pounds
- Ability to bend repeatedly