

POSITION DESCRIPTION DISHWASHER/PORTER

University City Children's Center is a not-for-profit organization whose two programs are its innovative early childhood education center and LUME Institute.

UCCC is a diverse, welcoming early childhood community that respects and nurtures children and families in a culture of trust, love, empathy, compassion, and joy. UCCC provides innovative, quality care and education to a racially, culturally, developmentally, and socio-economically diverse population of children between the ages of six weeks and six years in a nurturing environment that provides supportive services to families. UCCC serves children from over 30 zip codes in the St. Louis metropolitan area and is supported through private and government program service fees, contributions, and grants from private foundations, state government agencies, and the United Way of Greater St. Louis.

LUME seeks to transform the way families, educators, and communities inspire young children to learn, grow, and thrive. LUME provides professional development for current and aspiring early childhood educators, and hosts workshops and other events to help parents and other participants support the growth and development of children.

Overall Responsibility

The Dishwasher/Porter assists the Sous Chef and the Kitchen Manager in providing daily food service at UCCC by maintaining a clean, healthy and safe kitchen and food program.

Primary Interactions

Interacts most closely with other kitchen staff and has daily contact with the children and teachers.

Supervisory Responsibilities

None

Essential Tasks and Responsibilities

- Bus trays and carts from classrooms
- Washes dishes and equipment after every meal and snack; cleans dish area
- Cleans and helps to maintain all kitchen equipment including, but not limited to: slicers, ovens, broilers, fryalator, and dishwashing machinery; immediately alerts Kitchen Manager to problems
- Put away weekly stock
- Stock classrooms/rest rooms and adult rest rooms and break rooms
- Empty and clean trash containers/break down boxes for recycling
- Clean kitchen floor mats
- Keeps coffee and water bar clean and stocked
- Maintains high standards of sanitation, safety, and food service techniques in accordance with licensing standards, health department requirements and best practice
- Support all school events when kitchen is responsible for meals
- Able to support the Kitchen Manager or Sous Chef in meal preparations when needed.

The essential elements of the job are described in the position description; other tasks will be assigned as needed and appropriate.

Skills and Attributes

- Able to interact fully with the children and teachers

Environmental Factors

Indoor, primarily works in a commercial kitchen. Noise and activity levels can be high; may be hot during food preparation. Position requires a health screen, hepatitis A vaccination, and record check. UCCC is a busy, unique environment. Employees are expected to participate fully in the life of the Center. Must be able to lift and carry 50 lbs. (food, boxes and materials in the kitchen) and in the event of an evacuation or emergency situation.

Education/Experience

- Previous experience in a commercial cooking environment preferred

Reports to: Sous Chef

Position classified as: Non-exempt, part-time, full-year

Position description created: 9/20/10; Revised: 9/6/18 Approved by: Nancy Hershey