



## **Clifton Springs Kitchen Employee**

Full-time, Monday–Friday (35–40 hours)

The kitchen employee oversees daily food production and the smooth, safe operation of the Clifton Springs kitchen. This role supports children, staff, and partners with excellent customer service while promoting healthy, nutritious meals. The position reports to the Clifton Springs Site Director.

### **Core Responsibilities**

- Prepare and deliver all daily meals and snacks; complete CACFP production records and collect monthly meal sheets.
- Manage weekly food orders, inventory, and supply restocking; submit invoices to the finance office.
- Maintain a clean, safe, and compliant kitchen through daily and weekly cleaning, food rotation, and adherence to all health regulations.
- Support menu planning, budgeting, and regulatory documentation; attend required CACFP training.
- Perform additional tasks assigned by the supervisor.

### **Qualifications**

- High School Diploma **or** 1+ year food-service experience in a child care setting.

### **Physical Requirements**

- Lift up to 40 lbs; stand for extended periods; navigate stairs during drills or emergencies.
- Complete paperwork and basic computer entry.

### **Evaluation**

Performance is reviewed annually by the Site Director and the HR Department.

*Job description may change at any time. This is not an exhaustive list of duties. CCDP Inc. is an at-will employer.*