



Menominee Delta Schoolcraft Early Childhood Program  
111 North 5<sup>th</sup> Street  
Escanaba, Michigan 49829  
Telephone: (906) 786-7080 FAX: (906) 786-9423



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## MEMORANDUM

**To:** All Employees  
**From:** Sharon Reisner, Admin Assistant  
**Date:** September 9, 2020  
**Subject:** Job Posting

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program is looking for individuals that show interest in developing a career working for a mission driven organization. We promote a safe and healthy environment for our children, families, and staff. We offer benefit packages based on number of hours a week and competitive wages compared to other Early Childhood Programs.

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, will have the following job opening in **Menominee**

**Kitchen Aide:** Part-time, 20 hours/week; wages: \$9.73/hour.

**Education/Credentials:** High school diploma/GED required. Food Safety Certification preferred.

**Experience:** Experience working with food preparation preferred. Experience with CACFP/Michigan Child Care licensing program requirements preferred.

Go to our website at <http://www.mdscaa.org/?q=node/1104> to see the complete job description. You must complete an application and send it with your resume with the position applying for on the envelope to be received no later than September 17, 2020 to:

MDS CAA ECP  
ATTN: LW-Sharon  
111 N. 5th Street  
Escanaba MI 49829

Or E-mail completed application, resume, and transcripts to: [sreisner@mdsecp.org](mailto:sreisner@mdsecp.org) with position applying for in the subject line

## **PLEASE POST**

**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY**  
**Job Description**

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

<b>Program:</b>	Early Childhood	<b>Reports to:</b>	Health/Disabilities Manager/Co
<b>Job Title:</b>	Kitchen Aide	<b>Supervises:</b>	No supervisory duties
<b>Job Location:</b>	As assigned		
<b>Job Classification:</b>	Part Year, Hourly, Full or Part-time / Union Position		

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### QUALIFICATIONS

**Experience:** Experience working with food preparation preferred. Experience with CACFP/Michigan Child Care licensing program requirements preferred.

**Education/Credentials:** High school diploma/GED required. Food Safety Certification preferred.

**Other Factors:** A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 4-6 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings and/or weekends.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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### MISSION STATEMENT FOR KITCHEN AIDES

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement

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### ESSENTIAL FUNCTIONS

1. Maintain a clean environment for food service.
2. Develop and maintain competency in the use of electronic record keeping and communications as directed by supervisor.
3. Monitor center inventory for food service supplies. Prepare orders for new inventory.
4. Operate and maintain all of the kitchen equipment.
5. Work with the center manager, staff and volunteers to help maintain timely, orderly and efficient meal/snack service.
6. Follow all ECP, CACFP (Child and Adult Care Food Program) and Michigan Child Care Licensing food handling and service regulations.
7. Perform grocery shopping as needed for the center.
8. Serve as a contact person with the CAA senior kitchen staff to coordinate meals and snacks.
9. Demonstrate respect for others by sharing information objectively and non-judgmentally, and adjust verbal and written communication strategies for different audiences.
10. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them, and by ensuring that confidentiality policies are followed across the program.
11. Constant and active supervision is maintained when staff member is working with children, in any capacity.
12. The health and safety of children in the care of the program is a priority for staff in any capacity.
13. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
14. Development and implementation of ongoing professional development goals as approved and/or assigned.
15. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
16. Complete all documentation and reporting requirements in an accurate and timely manner.
17. Support the program's efforts to generate Non-Federal Share.
18. Abide by all Community Action Agency/Early Childhood Personnel Policies.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.