



Early Childhood Center Position Available

POSITION TITLE

Kitchen Assistant

WORKING HOURS

Part-Time (Monday–Friday, 10:00 a.m.–1:00 p.m.)

SALARY RANGE

Compensation for this position is based on education and/or experience.

DESCRIPTION

Grace Early Childhood Center (ECC) is a ministry of Grace Polaris Church, which exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. The Grace Early Childhood Center is seeking a qualified individual to join our team as the Kitchen Assistant.

RESPONSIBILITIES

- Work collaboratively with others, demonstrating professionalism, kindness, and a helpful spirit to support teachers and staff
- Model positive behavior consistent with the values and beliefs of Grace Polaris Church
- Directly communicating with parents daily to promote success for each child
- Maintain reliability by arriving to work on time each day
- Communicate effectively through text, email, or phone as needed
- Display strong customer service skills with a pleasant and respectful demeanor
- Prepare and deliver breakfast and snacks to classrooms within the center
- Serve meals promptly, ensuring food is hot, fresh, and properly portioned
- Wash dishes, clean tables, sweep floors, and perform other general kitchen cleaning tasks
- Learn and be prepared to carry out the duties of the Kitchen Manager in their absence
- Assist with stocking and maintaining supplies in classrooms, the kitchen, and cafeteria
- Support Kitchen Manager with daily tasks and special needs as they arise
- Comply with all Department of Health regulations and requirements
- Provide occasional classroom support and stand in for teachers as needed

QUALIFICATIONS

- Evidence of Christian maturity demonstrated in attitude, action, and speech
- Ability to lift and carry boxes weighing approximately 25–40 lbs
- High school education (or equivalent) preferred
- Must be at least 18 years old
- Willingness to complete required training classes for ODJFS or other government agencies