



IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Early Learning Center – Head Start/Pre-School		
Job Location:	1 New York Avenue		
Job Title:	Kitchen Assistant		
Reports to:	Grace Blanco	Title:	ELC Director

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	25 Hours Per Week
	<input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

- ROLES AND RESPONSIBILITIES**
- Wash and sterilize dishes, pots and utensils after use
 - Clean refrigerator, stove, cabinets, sinks and counters
 - Maintain a clean, sanitary kitchen and wash dishes quickly and efficiently
 - Ability to move fast in the kitchen.
 - Ability to lift up to 40 lbs.
 - Ability to withstand stress and to work under pressure
 - Model collaborative behavior and teamwork
 - Assume an equal share of the joint housekeeping responsibilities
 - Maintain good attendance and good punctuality
 - Maintain the highest standards of personal cleanliness and present a neat and professional appearance at all times
 - Perform other duties as assigned within the scope of the job description

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Hold a food handling certificate
- Must agree to have state CARI check and finger print completed

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [hiring@ironboundcc.org](mailto: hiring@ironboundcc.org) with the subject line “Kitchen Assistant”