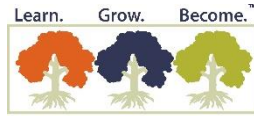


**JOB DESCRIPTION:  
Kitchen Coordinator**



**Woodinville Montessori School**  
a nonprofit organization

**SUMMARY:**

This position is a part-time coordinator with the responsibility to oversee the culinary aspects of school, special event programs, hospitality for school related events and laundry. This individual is a detailed observer, creative thinker and collaborative teammate with a strong interest in nutrition and culinary arts along with a love for learning and children.

**CALENDAR / FTE:**

Extended Academic Year / 0.75

**STATUS:**

Non-exempt / Hourly

**COMPENSATION / HOURS:**

DOE – Benefit Eligible / 8:00 AM  
– 3:00 PM

**DEPARTMENT/LEVEL:**

Program / Specialist

**REPORTS TO:**

T/EC Program Director and  
Woodinville Campus Supervisor

**DATE:**

September 2021

**DUTIES:** (include, but not limited to)

**Create:**

- Monthly snack menus for North Creek and Woodinville campuses following licensing guidelines.
- Create and maintain a regular schedule of appliance, shelf, and storage area cleaning.

**Prepare:**

- Prepare snacks for Toddler, Early Childhood, Lower Elementary, and Club House programs.
- Prepare alternate snacks for students with dietary restrictions and/or food allergies.

**Collaborate:**

- Send menus to communications for posting on the website.
- Collaborate with T/EC Program Director and Woodinville Campus Supervisor in planning snack menus.
- Plan and coordinate other events that include food service with appropriate parties (Board of Trustee meeting dinners, staff parties, in-service days, graduations etc.)
  - Shop for food and/or place order with caterer
  - Prepare food and/or assist caterer at event
  - Oversee room set up before an event and clean up after event

**Facilitate:**

- Post snack menus on North Creek refrigerators and at front desk, as required by DCYF
- Consistent food inventories (fresh and staples) in the community kitchens and the supply rooms
- Conduct in-store shopping and distribution as necessary
- Complete the online ordering of food, and food service items, and oversee delivery and distribution of items
- Rotation of food inventories
- Manage refunds and returns of related items
- Maintain the highest level of cleanliness, organization and sanitation in the community kitchens and supply rooms
- Cycle of dishwashing

**Laundry:**

- Wash laundry when there is a full load. Disperse to classrooms and Club House for folding.
- Keep laundry room clean and organized
- Maintain inventory of cleaning supplies in laundry room and supply room, order as needed

**Program Support:**

Be available, as needed, to:

- Oversee safety and well-being of students
- Focus on the children and their safety as the highest priority at all times
- Supervise lunch time, naps and play time
- Document accidents, illnesses and behaviors on appropriate documentation forms

**EDUCATION/CERTIFICATION REQUIREMENTS:**

- Must be 18 years or older.
- High School Diploma required. Bachelor's degree preferred.
- Classes in or certification in child development preferable.
- Infant/Child & Adult CPR (to be completed within 30 days of hire)
- First Aid (to be completed within 30 days of hire)
- HIV/Blood-borne Pathogens (to be completed within 14 days of hire)
- Food Worker Card (to be completed within 7 days of hire)
- Child Care Basics (to be completed within 90 days of hire)
- DCYF Portable Background check (to be completed within 7 days of hire)
- Professional record up to date in MERIT Registry

**SKILLS AND EXPERIENCE REQUIREMENTS:**

- Managerial experience required; within a school setting highly desirable
- Kitchen and laundry organization
- Cleaning and/or food service experience

**KEY PERFORMANCE CHARACTERISTICS:**

- Entrepreneurial, experimental and innovative spirit
- High level of initiative and follow through
- Budget minded, able to identify cost effect purchase, waste conscious
- Able to organize and schedule time and resources in an efficient manner
- Be organized, attentive to details, able to multi-task, and a careful observer
- Demonstrated enjoyment and understanding of children
- Demonstrated ability to write proficiently, speak in public and work with adults
- Understand and execute verbal and written instruction, policies and procedures and implement them with a degree of independence
- Ability to work successfully in a collaborative team relationship
- Work with children in a warm, patient, calm, respectful and confident manner
- Achieve and maintain positive relationships with students, staff and parents
- Model and monitor appropriate student behaviors and communication skills
- Use tact, courtesy and good judgment
- Maintain confidentiality
- Maintain a calm demeanor in a busy, highly flexible environment
- Maintain mental and physical alertness and an appropriate level of energy to perform essential job requirements

**WORKING CONDITIONS:**

- Must remain flexible to meet the immediate needs of students, staff and school
- Required to handle multiple tasks simultaneously and prioritize
- May experience frequent interruptions
- May occasionally be outside in all weather conditions

**Physical demands:**

- Required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- Frequently lift, move and/or hold 10 to 30 pounds and occasionally lift and/or move up to 50 pounds.
- Demonstrates fine hand manipulation (keyboarding, pincer grip)
- Capable of expressing, instructing, and exchanging ideas by means of the spoken English word and engage in and respond to activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly (emergency evacuations, etc.).
- Must possess acceptable hearing and visual capabilities, with or without correction, in order to monitor the environment and complete the work assigned
- Able to fully participate in activities

**Mental and emotional demands:**

- Able to tolerate occasionally noisy and busy children
- Communicates with colleagues under stressful conditions
- Coordinates well with coworkers, verbally and nonverbally
- Displays a positive attitude

**OFFICE AND SOFTWARE SKILLS:**

- Technology proficient including Office Suite, Email, and Internet

**UPON HIRE:**

Complete an Employment Eligibility Form and submit documentation to Human Resources for review and verification to comply with the Federal Immigration Reform and Control Act. All offers of hire are contingent upon passing a nation-wide criminal history check, which requires the employee to provide fingerprints. Must provide documentation of a current, within the last 12 months, of a negative FDA-approved TB test by a licensed health care professional.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read this Job Description and I understand the duties, requirements, characteristics and skills. I certify that I am capable and qualified to carry out these duties as described above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_