



**IRONBOUND COMMUNITY CORPORATION**  
Job Description Form

Program Name:	Early Learning Center – HS/Preschool		
Job Location:	1 New York Ave. Newark, NJ 07015		
Job Title:	Kitchen Assistant		
Reports to:	Grace Blanco	Title:	Early Learning Center Director

Hours: 20 hrs. p/wk.	FLSA Status <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: Substitute
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**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 51-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.

- Daily delivery of meals to classrooms
- Kitchen clean up and organization
- Follow safety protocols

**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
- Maintain a professional attitude and loyalty to the Organization at all time

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<ul style="list-style-type: none"><li>• Performs other duties as assigned within the scope of the job description.</li></ul>			
<b>JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS</b>			
<ul style="list-style-type: none"><li>• Hold a food handling certificate</li><li>• Must agree to have state CARI check and finger print completed</li></ul>			
<p><b>ICC is an Equal Opportunity Employer</b> 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.</p> <p>If interested, please send a resume and cover letter to <a href="mailto: hiring@ironboundcc.org">hiring@ironboundcc.org</a> with the subject line “Kitchen Assistant”</p>			