



Kalamazoo

YWCA Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007
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www.ywcakalamazoo.org

INTERNSHIP JOB DESCRIPTION

Intern Position: Kitchen Team Cuisine Assistant
Department: Children’s Center – Positions at the Downtown and Edison sites
Director: Director of Food Services
Position Hours: TBD

MISSION STATEMENT: Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

PRIMARY FUNCTION: The Kitchen Team Cuisine Assistant helps with food service, preparation, and delivery to classrooms. You help make food exciting and educational to children and families. You provide support to the Children’s Center kitchen staff and help with clean up. This position is ideal if you enjoy preparing food and being creative with meals.

QUALIFICATIONS:

1. Must be 18 years of age and a current college student in a related program.
2. Must have basic kitchen skills.
3. Must be able to lift up to 15 pounds.
4. Excellent verbal and written communication skills.
5. Must be able to work with people of diverse backgrounds.
6. TB Test required
7. Fingerprint Test

Child Care Licensing Rules:

R 400.8125 volunteer requirements. Rule 125. (1) All volunteers shall provide appropriate care and supervision of children at all times. (2) All volunteers shall act in a manner that is conducive to the welfare of children. (3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center. (4) A licensee shall have a written policy regarding screening and supervision of volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. (5) A written statement must be signed and dated by volunteers before volunteering indicating all of the following information: (a) The individual is aware that abuse and neglect of children are against the law. (b) The individual has been informed of the center’s policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children’s protective services.

R 400.8128 Staff; volunteer; tuberculosis. Rule 128. A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. History: 2013 AACCS; 2019 AACCS. R 400.8131 Professional development requirements. Rule 131. (1) The center shall provide an orientation about the center’s policies and practices and these administrative rules.



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Statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

- 1. Receive training in and follow all guidelines of the Health Department, the Child and Adult Care Food Program and the YWCA.
2. Assist with food preparation.
3. Assist in safe delivery of meals and snacks to Children's Center Classrooms.
4. Assist in the receipt of food products and the proper storage of materials.
5. Maintain a clean working environment.
6. Help to clear and wash dishes.
7. Work cooperatively with program participants, YWCA staff, and volunteers.
8. Safeguard confidential information gained by volunteer position.

TRAINING REQUIREMENTS:

- 1. Kitchen Orientation
2. YWCA Children's Center Orientation
3. Volunteer Orientation.
4. Volunteer handbook, Volunteer Job Description.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____