



ECLC Prep Cook & Kitchen Assistant Job Description

Revised 09/25

Position Title	Department
ECLC Prep Cook & Kitchen Assistant	Kitchen
Supervisor Position Title	Weekly Hours
Food Services Manager	40+
Position Status/ Classification	Ministerial Status
Full-time/ Non-Exempt	Non-ministerial

Position Summary

The ECLC Prep Cook and Kitchen Assistant plays a vital role in supporting the nutritional needs of children enrolled in the Early Childhood Learning Center (ECLC). This position is responsible for preparing, portioning, and delivering daily snacks and lunches, while ensuring the highest standards of food safety, cleanliness, and kitchen hygiene. The role also supports the broader food service team with food preparation, inventory management, and general kitchen operations.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Meal Preparation & Delivery

- Prepare daily snacks and lunches for ECLC students, including washing, chopping, cooking, baking, reheating, and portioning food per child and per class.
- Safely deliver meals and snacks to classrooms and retrieve used dishes after each meal service.
- Serve and remove milk as needed; restock and distribute disposable items.

Sanitation & Kitchen Maintenance

- Wash dishes, utensils, and kitchen tools; operate and maintain the dishwasher.
- Perform daily and end-of-shift cleaning of kitchen surfaces, equipment, and workstations.
- Ensure the kitchen is sanitized and properly set up for the next day’s meal service.
- Properly use test strips to check the strength of the sanitizing solution in both the sink and dishwasher.
- Sweep and mop all floors daily to ensure cleanliness and safety.
- Refill soap and sanitizer solutions as needed in the three-compartment sink and dishwasher.

Inventory & Organization

- Organize and maintain food storage areas, including refrigerators and freezers in both the ECLC and main kitchen.
- Perform inventory checks and organize the pantry following the First In, First Out (FIFO) method to maintain freshness and reduce waste.
- Receive deliveries, verify accuracy, and store inventory items appropriately.
- Monitor and track weekly inventory of food items and disposables.

Team Collaboration & Support

- Assist cooks, chefs, and supervisors with food prep, baking, meal assembly, and general cleaning tasks.
- Operate kitchen equipment safely and ensure cleanliness of mixers, ovens, cookers, and prep tools.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Experience:

- Previous experience in food preparation, kitchen assistance, or food service preferred.
- Experience working in a childcare, school, or institutional kitchen setting is a plus.
- Familiarity with handling food deliveries and inventory is beneficial.

Knowledge:

- Basic understanding of food safety and sanitation practices
- Knowledge of safe food handling, storage, and temperature control.
- Awareness of dietary restrictions and allergy considerations in early childhood settings.

Skills:

- Strong organizational and time management skills.
- Ability to follow recipes and portion guidelines accurately.
- Effective communication and teamwork skills.
- Ability to operate kitchen equipment safely and efficiently.
- Comfortable using approved chemicals for the maintenance and cleaning of kitchen equipment.
- Mission alignment & church-first thinking
- Shows resilient optimism & joyful perseverance
- Will demonstrate proactive decision making & initiative

Licenses, Registrations, and Certificates:

- Current WA State Food Handler's certificate

Spiritual Requirements

- A faithful, growing Christ-follower who is deepening their personal relationship with Christ, models this to others.
- A passionate desire to see people come to know, love and follow Christ in the context of real community.
- In agreement with Eastridge Church's statement of beliefs, values, mission and vision and Eastridge Church's Staff of Faith/Lifestyle Agreement.
- Desires to know and love God and wants to be used by God.

Physical Requirements

- Ability to lift and carry up to 25-50 pounds.
- Frequent standing, walking, bending and kneeling
- Manual dexterity to perform kitchen tasks
- Physical stamina to stand for long periods and perform repetitive tasks.

Employment At-Will

All employees of Eastridge Church are at-will, and as such, are free to resign any time without reason. Eastridge Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Eastridge Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____