



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **Kitchen Employee**

FLSA Status: Non-Exempt

Status: F/T

Reports to: CDC Director

Department: Child Development

Revision Date: 1/6/26

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility; maintains a clean and organized kitchen area, prepares meals and snacks for children daily, and supports the kitchen coordinator.

### ESSENTIAL FUNCTIONS:

1. Have a thorough knowledge and understanding of CACFP and ODJFS food requirements and portion sizes.
2. Have a thorough knowledge and understanding of Shelby County Food Service licensing rules and regulations.
3. Maintain an adequate and appropriate inventory of food supplies as well as non-food products, on a daily basis and rotate inventory on a weekly basis. This will ensure that all products are used on a timely basis and eliminate food waste.
4. Prep, cook, deliver and serve breakfast, lunch and snack to all program areas on a daily basis.
5. Maintain a calendar of regularly scheduled times to clean the freezer, refrigerator, stove and cabinets, at least monthly, throughout the year.
6. Assure that all areas of the kitchen, i.e. counter tops, sinks, floors, etc., are cleaned and disinfected on a daily basis.
7. Prepare meals and snacks for special events and staff meetings as requested.
8. Attend monthly Child Development Center staff meetings as requested.
9. Complete annual youth abuse prevention training and other related trainings
10. Performs other duties as assigned.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Models and teaches the Ys core values. Ensures a high level of service with a commitment to changing lives.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

### SIDNEY-SHELBY COUNTY YMCA

300 E. Parkwood Street  
Sidney, OH 45365  
(937) 492-9134  
[www.sidney-ymca.org](http://www.sidney-ymca.org)

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **QUALIFICATIONS:**

1. One to two years related experience preferred.
2. At least 16 years of age. Must be able to comply with all background requirements and meet acceptable standards.
3. Must have strong verbal and written communication skills.
4. Must be able to manage time and multitask for a demanding schedule.
5. Maintain positive, professional relationships with staff, parents, children, and volunteers by being a role model of the YMCA Character Development values.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of position and to safely supervise children's activities.