



YMCA OF LANSING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Child Development Center Kitchen Aide

General Function: To support the teaching staff in implementing child development center. The incumbent will assist with carrying out the mission and values by providing high quality child care services to children and parents that focus on the YMCA core values: honesty, respect, responsibility and caring.

Duties and Responsibilities:

- Prepare and serve breakfast, lunch, and snacks.
- Wash dishes and clean kitchen and laundry.
- Shopping for food and supplies.
- Assisting with the documentation for the food program.
- Keep track of spending with budget guidelines.
- Exhibit a genuine nurturing, caring stance with all children.
- Maintain a cooperative attitude of working together with the teacher, volunteers, parents, and program specialists in planning and implementing activities.
- Support teacher in supervising children and partake in children's activities whether in the classroom or other areas of the center.
- Provide guidance for children's behavior.
- Respect all classroom rules and expectations.
- Support teachers and children with special dietary needs.
- Excellent time management skills working in fast paced environment.

Salary: \$10.50-\$12/hr. based off experience; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Hugs, Smiles, and Positive Energy
- Work Monday through Friday, no weekend hours (unless training is required)
- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid sick time based on status and hours worked
- Paid YMCA risk required trainings

Job Requirements:

- Minimum high school diploma
- Preference given to candidate with child development background and/or equivalent experience.
- Excellent interpersonal communication skills.
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.
- Able to work with individuals from diverse backgrounds.

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Include: Resume and three references OR online applications can be submitted at <https://www.lansingymca.org/jobs>

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org