507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Kitchen Aide
Position Type: Part-time, hourly, non-exempt
Hours: 24 hours/40 weeks
Location: Menominee County

Pay Range: $13.82-$14.44 depending on experience.

Benefits: Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

Job Summary: The kitchen aide provides a safe and healthy food service environment for children and staff in each classroom.

Qualifications: High school diploma/GED required. Food Safety Certification preferred.

How to Apply: Applications can be completed using the following link: https://pdf.ac/uu1ZH6HJ

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 111 N 5th St, Escanaba, MI 49829 ***OR*** emailed to hr@mdsecp.org.

Posting will remain open until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Job Title:	Kitchen Aide	**Revised:**	3/2026
Program:	Early Childhood	**Reports To:**	Health & Disabilities Coordinator
Location:	As assigned		
Classification:	Non-exempt, hourly	**Supervises:**	None

POSITION OVERVIEW

The Kitchen Aide performs daily tasks to ensure the health and safety of food and kitchen space is maintained in accordance with Head Start Program Performance Standards and Michigan Childcare Licensing Rules.

EDUCATION & EXPERIENCE

- High school diploma required. Food Safety Certification preferred.
- Experience working with food preparation, CACFP and/or Michigan Childcare Licensing Rules preferred.

REQUIRED SKILLS/ABILITIES

- Attention to detail and ability to work in a fast-paced environment.
- Working knowledge of computers, including Microsoft Office and other software programs.
- Excellent written and verbal communication skills.
- Adhere to strict client confidentiality.
- Submit to criminal background check.

DUTIES/RESPONSIBILITES

- Maintain a clean environment for food service.
- Develop and maintain competency in the use of electronic record keeping and communications as directed by supervisor. Complete all documentation and reporting requirements in an accurate and timely manner.
- Monitor center inventory for food service supplies. Prepare orders for new inventory.
- Operate and maintain all of the kitchen equipment.
- Work with the center manager, staff and volunteers to help maintain timely, orderly and efficient meal/snack service.
- Follow all ECP, CACFP (Child and Adult Care Food Program) and Michigan Child Care Licensing food handling and service regulations.
- Perform grocery shopping as needed for the center.
- Serve as a contact person with the CAA senior kitchen staff to coordinate meals and snacks.
- Ensure constant and active supervision is maintained when working with children, in any capacity.
- Prioritize the health and safety of children in the care of the program in any capacity.
- Development and implementation of ongoing professional development goals as approved and/or assigned.
- Support the program's efforts to generate Non-Federal Share.
- Abide by all Community Action Agency/Early Childhood Personnel Policies.
- Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

- Participate in recruitment efforts as assigned or needed.
- Collect all menus, attendance, food temp logs, cleaning checklist from classroom staff each week, review for accuracy and send to HDM/HDC on a weekly basis.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged period of standing, walking, bending, kneeling, pushing and pulling.
- Must be able to lift up to 50 pounds occasionally.
- Possible exposure to inclement weather conditions and hazardous driving conditions.

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.