



Kitchen Assistant **St. Vincent's Early Childhood Education Center**

THE ORGANIZATION:

St. Vincent's is a Roman Catholic organization sponsored and operated by the Daughters of Charity of St. Vincent de Paul, which provides programs for children, families, and seniors that are based on community needs. St. Vincent's is the longest continuously operating human service agency in Santa Barbara. St. Vincent's began operations in 1858.

PURPOSE:

The Kitchen Assistant will be responsible for assisting the Lead Kitchen Associate with all aspects of food preparation and distribution, as well as supporting Teachers within the classrooms. This individual must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill all responsibilities in accordance with the goals, objectives, and the Mission of the Daughters of Charity of St. Vincent de Paul. This person must also be prepared to meet all licensing requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists the Lead Kitchen Associate with managing food preparation and distribution.
- Assist with grocery shopping.
- Assists Teachers with feeding needs of children as directed.
- Helps maintain orderliness and cleanliness of classroom.
- Assists with laundry as needed.
- Keeps storage areas in order.
- Maintains professional conduct at all times.

QUALIFICATIONS:

- Adult/Child/Pediatric CPR/First Aid/AED certified.
- Must obtain a California "Food Handler" certification (ANSI accredited).
- Commitment to ongoing education in the field of Early Childhood Education.
- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients.

- Must demonstrate personal identity with and commitment to the mission and values of St. Vincent's.
- Is conscientious in follow-through on job requirements and has the ability to be a self-starter.
- Possesses the ability to generate enthusiasm and inspire confidence and support.
- Ability to read, write and communicate effectively in English.
- Must possess exceptional time management and detail-orientation skills.

Must pass criminal background fingerprint check and pre-employment negative TB test. The COVID-19 vaccination is a requirement for this position. Childhood Vaccinations must also be up-to-date, and certifications provided.

The position is full-time, hourly and is scheduled to work Monday – Friday.

Compensation: \$16.00 - \$20.00 an hour

EXCELLENT BENEFITS: To become eligible for benefits, candidates must work, and be scheduled for at least 20 hours per work week.

- Health Insurance - Dental Insurance - Vision Insurance
- Life Insurance - \$50,000
- Retirement Plan - 403(b) and 401(a)
- Gym Membership • Paid Holidays - 13 Holidays per Year
- Paid Time Off (PTO)
- Paid Bereavement Leave
- Paid Jury Duty Leave
- 100% Generous Preschool Enrollment Discount at our Center
- Education Reimbursement up to \$1,000 per quarter/semester
- Job Signing Bonus - 5% of Annual Salary
- Referral Bonus - \$500 per Successful Job Referral
- Transportation Benefit - Paid Mileage to and from work from home
- Wellness Days - Four (4) paid wellness days to all benefits eligible Associates per calendar year.

TO APPLY: Please submit a cover letter and resume to: hr@sv-sb.org.

No Phone calls or walk-ins please.

Opened in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For more information regarding St. Vincent's and its mission, please view our website at <https://www.stvincentssb.org/get-involved/careers/>.