



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# KITCHEN LEAD

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## SUPERVISOR

Prosser Branch  
Director

## STATUS

Part-time, hourly

## STARTING SALARY RANGE

\$17.27-\$22.02/Hour  
DOQ/DOE

*\$.50/hr additional pay  
for bilingual staff  
(assessment required)*

## ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## POSITION SUMMARY

Under the supervision of the Branch Director, the Kitchen Lead is responsible for maintaining a clean and orderly kitchen while preparing and serving snack and dinner daily. Kitchen Lead must follow all rules pertaining to food program service. Kitchen Lead will be responsible for maintaining records in accordance with OSPI Child Food Program requirements.

The Kitchen Lead should enjoy working with children; create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with children, families, staff, and community members.

## QUALIFICATIONS

- Minimum of one-year experience preparing and serving food.
- Possess a Washington State Food Handlers Card.
- 18 years of age or older with clean driving record.
- Covid 19 vaccination or medical or religious exemption.
- Be able to lift 40lbs.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems.

## JOB FUNCTIONS

- Create snack and dinner menu plan that is in accordance with OSPI Child Food Program.
- Track and organize records in accordance with OSPI Child Food Program.
- Shopping and ordering supplies needed.
- Prep and serve snack and dinners nightly.
- Ensure kitchen meets all health department standards and codes.
- Contributes to the creation of the Club's overall climate of fun, safety, youth development and success.
- Manage program supplies and equipment.
- Help to maintain organization and cleanliness of building.
- Other duties as assigned.

## APPLICATION PROCESS

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org).  
Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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**GREAT FUTURES START HERE.**