

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

POSITION TITLE:	After School Education Kitchen/Classroom Aide
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Education
PROGRAM:	After School Education Program (ASEP)
LOCATION:	Nixyáawii Governance Center Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	After School Coordinator
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00 PM

GENERAL STATEMENT OF DUTIES

The Kitchen and Classroom Attendant helps prepare and serve meals, busses tables, and assists the lead cook with various kitchen duties. Kitchen duties also include maintaining the ASEP kitchen and dining cleanliness, so general custodial and cleaning tasks are required. The attendant also supports classroom teachers in creating a safe and engaging classroom for young children by helping prepare supplies and materials for day-to-day youth activities and supervising recreational youth activities. You'll be expected to follow a daily schedule, report to work on time, and respond to youth behavior in a calm and supportive way.

WHAT TO EXPECT

As an After-School Education Team member, you'll interact with children in a fun, energetic environment. You'll develop patience, leadership, and communication skills while helping children stay safe and entertained. Expect to work in a fast-paced space full of movement, sound, and creativity. This role is perfect for someone who enjoys working with kids and wants to build a youth engagement and culinary experience.

After School Education Kitchen/Classroom Aide
2025 Summer Youth Employment Program

DUTIES & RESPONSIBILITIES

- 1) Learn general kitchen skills, like how to operate kitchen appliances, and assist with daily meal preparations.
- 2) Provide youth with fast and friendly meal service, including serving plated meals, bussing tables, and washing dishes.
- 3) Organize food items and kitchen supplies, which include stocking and storing items in appropriate places.
- 4) Responsible for maintaining the cleanliness of the meal prep station(s), dining room, and other areas as assigned.
- 5) Assist classroom teachers, as needed. This may include:
 - Attending to and interacting with young children and youth in their pre-teens years.
 - Preparing and carrying out daily youth activities.
 - Being a positive role model for youth.

BASIC SKILLS & INTERESTS

- 1) Interest in the culinary and food service industry, or youth development, and child education services.
- 2) Enjoys working with youth and is comfortable attending to and interacting with young children and youth in their pre-teen years.
- 3) Is responsible and has Self-management skills.
- 4) Can organize kitchen supplies, such as stocking items in appropriate places, or is willing to learn.
- 5) Enjoys preparing different types of food items and following recipes.
- 6) Can be responsive to and meet the social-emotional needs of the youth involved in the ASEP.
- 7) Can be patient and understanding with small children and youth.
- 8) Has Interpersonal skills and is comfortable speaking to various people one-on-one or in groups.

PHYSICAL DEMANDS

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 25 lbs.
- 3) Ability to work outside in different types of weather conditions.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Must be at least 15 years old.
- 2) Report to work on time/prepared each day, and follow a daily schedule.
- 3) Demonstrates strong emotional regulation skills, follows safety protocols, and consistently meet safety expectations.
- 4) Possess a Food Handler's permit or have the ability to pass the food handler's test.
- 5) Dress appropriately for different work experiences and activities, such as working in a kitchen and assisting classroom teachers.
- 6) Willing to play outside and do classroom activities with children. Outdoor play includes getting dirty, getting wet, and being outside in the heat.
- 7) Must be willing to do custodial tasks such as sweeping/mopping, wiping down and sanitizing surfaces, and washing dishes.
- 8) Must be able to work in a team-oriented setting, treat others with respect, and follow direction from senior staff.