<table>
<thead>
<tr>
<th>position title</th>
<th>Family Center Cook Production Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>location</td>
<td>YWCA Family Center, 900 Harvey Court, Columbus, OH 43219</td>
</tr>
<tr>
<td>department / section</td>
<td>Operations – Family Center Kitchen</td>
</tr>
<tr>
<td>employment status</td>
<td>Part-time (16 hours) / Non-Exempt</td>
</tr>
<tr>
<td>schedules</td>
<td>Saturday – Sunday, 6:00 am – 2:00 pm (16 hours); schedule may vary to meet the operational needs of the organization.</td>
</tr>
</tbody>
</table>
| duties | • Ensure compliance with Family Center, state and local sanitation procedures.  
• Responsible for preparing appetizing and nutritionally balanced meals which meet CACFP requirements and the dietary needs of a diverse population.  
• Prepare and/or assist in the preparation of In-House Prep dinners.  
• Work with Food Service Coordinator to develop daily, weekly, and monthly menus that meet all CACFP requirements. Utilize proper food storage and dishwashing techniques, to include temperature, labeling and proper rotation of stock.  
• Maintain a clean, well-organized and easily accessible work area and kitchen.  
• Oversee daily cleaning and planning to ensure a safe, sanitary, organized food service operation.  
• Maintain volunteer relationships and create an environment conducive to a positive volunteer/host experience in the kitchen and “on-the-floor”.  
• Model professionalism and problem-solving behavior for clients, volunteers and staff, and participate in a manner that promotes the Family Center’s guiding principles of Empowerment, Accountability, Respect and Nurture (EARN model).  
• Understand and promote the Mission and Vision of the YWCA that values diversity and celebrates the positive aspects of a multicultural society.  
• Perform other duties as directed. |
| education | High school diploma or equivalent |
## Job Opportunity

**YWCA Columbus** is an equal opportunity employer.

### Required Qualifications
- One year cooking/food prep experience.
- Previous direct service experience preferred.
- Ability to do physical activity, including but not limited to lifting a minimum of 25 - 50 pounds.

### Posting Dates
Until filled

### How to Apply
Email resumes/applications to [careers@ywacolumbus.org](mailto:careers@ywacolumbus.org) or send by mail:

Human Resources  
YWCA Columbus  
65 South Fourth Street  
Columbus, OH 43215

---

*ywca columbus is an equal opportunity employer.*