

Job title: Kitchen Assistant

Classification: Non-exempt

Salary range: \$14.05 - \$20/hr. DOE/DOQ

Pendleton Children's Center's goal is to provide high-quality child care in a safe, nurturing, equitable and inclusive environment. Our program is designed to maximize the early learning window of opportunity and foster the development of skills and abilities that will help children reach their full potential. We enjoy supporting children as they work and play together. PCC has a supportive, inclusive, and team focused work environment.

Position summary

We are looking for an assistant cook to prepare meals in accordance with food health and safety regulations and our high quality standards. The assistant cook's responsibilities include following instructions relating to the timely preparation of food, keeping food prep and storage areas clean and organized.

To be successful as an assistant cook, you should be able to use various cooking techniques and methods to prepare meals that meet our expectations. Ultimately, a top-notch assistant cook should be able to assist in handling multiple servings without compromising on quality.

Essential functions:

- Work as a team member;
- Effective communication skills;
- Keep kitchen and eating areas clean;
- Ensure that food health and safety regulations are followed;
- Prepare and serve food in a high quality and sanitary manner;
- Follow recipes and menu, note substitutions;
- Storing excess food at the correct temperature in order to avoid spoilage;
- Other such duties as assigned;
- Responsible for breakfast, lunch, and pm snack.

Work environment: This job is primarily indoors in a climate controlled environment, although the kitchen and dishwashing area may be warmer at times. This is a fast paced job with scheduled times for meal service. High expectations with respect for the employee learning process.

Physical demands: To successfully perform the essential functions of this job an employee must be able to meet the physical demands of this position such as, but not limited to:

- Ability to lift, push, and/or pull 20 lbs. frequently
- Ability to lift, push, and/or pull 50 lbs. occasionally
- Ability to stand long periods of time
- Ability to kneel and squat several times a day
- React and respond quickly if necessary

Required education and experience:

- Minimum of 18 years of age
- High school diploma or GED
- Food Handler's Card

Preferred education and experience:

- Background in Nutrition

Additional eligibility qualifications:

Bi-lingual- English/Spanish and/or Competency in American Sign Language (ASL).
Background in music, art, and/or cultural studies is valuable but not required.

Position type and expected hours of work: Part Time

Supervisory responsibilities: None

Reports to: Director

Benefits: Health Insurance, retirement, paid days off, paid training days

Travel: None

How to apply: To apply please send a cover letter outlining qualifications and a resume to Brittney Jackson at director@pendletonchildrenscenter.org or by mail:

Pendleton Children's Center
Attention: Brittney Jackson
510 SW 10th St.
Pendleton, OR, 97801

Interviews start January 5, 2026