

**Job Title:** SPARK Maintenance and Kitchen Assistant

**Job Type:** Limited Term Employee (LTE), Part-Time]

**Wage :** \$16.71/hour. **Grade and Step:** Grade 5 Step 1. **Hours:** approximately 20-30/wk

**Reports to:** SPARK Program Director

**Location:** Ashland

**Position Overview:**

The SPARK Maintenance and Kitchen Assistant is an entry-level position vital to the daily operations of our program facilities. This role provides essential support in various areas, including kitchen assistance, custodial tasks, and facility maintenance. The assistant will work closely with the Kitchen Coordinator, Program Director, and Team Lead to ensure a clean, safe, and well-organized environment for our program participants. In addition to maintenance duties, the role includes aspects of youth mentorship, adhering to the nurturing ethos of SPARK.

**Key Responsibilities:**

- Assist in food preparation under the guidance of the Kitchen Coordinator.
- Perform custodial tasks to maintain cleanliness and order within the facility.
- Conduct routine facility maintenance to ensure safety and functionality of the space.
- Support the SPARK team in setting up and organizing program areas.
- Engage with youth as part of the mentoring aspects of the program, providing a supportive presence.
- Obtain and maintain Wisconsin SafeServe certification for food safety.

**Qualifications:**

- Willingness to work hard and learn new skills in a dynamic environment.
- Capability to perform physical tasks related to cleaning and maintenance. This includes the ability to climb steps and ladders, get up and down off the floor and lift up to 50lbs.
- A team player with a positive attitude and the ability to follow directions.
- Strong commitment to the values and mission of the SPARK program.
- Must be willing to obtain Wisconsin SafeServe certification if not already certified.

**Work Schedule:** Part-time hours to be determined based on program needs, with the flexibility to work different shifts as required. 25-35 hours per week

Compensation:

- Hourly wage commensurate with experience and LTE guidelines.