

Children's Program Assistant Cook/Janitor

Updated September 2025

Department: Bright Beginnings

Reports to: Children's Program Lead Cook

Employment Type: In-Person, Full-Time, Hourly, Non-Exempt

About Our House

[Our House](#) empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. The Our House team has defined a set of seven [Guiding Principles](#) that characterize our culture and that we intentionally seek to uphold: Hard Work, Wise Decision-Making, Community, Initiative, Integrity, Safety, and Heart.

About the Role

You will be responsible for day-to-day cleanliness of both Children's Centers and preparing meals for the children. You will work alongside the Lead Cook to prepare and serve breakfast, lunch, and snack for children attending the Bright Beginnings Child Development Program and children attending Our Club Youth Development Program. You will also work alongside Job Trainees and team members to ensure that both Children's Centers are cleaned daily.

What You'll Do

- Provide janitorial services in the Children's Center
 - Sweep, mop, dust, vacuum, empty trash, clean restrooms, and any other cleaning spills/accidents that occur throughout the day
 - Keep inventory of and organize cleaning supplies
 - Maintain a schedule of tasks through the week
 - Work closely and coach the Housekeeping Job Trainee
- Provide support to the Children's Program Lead Cook in preparing and serving meals
 - Prepare and serve breakfast, lunch, and snack for the children in attendance
 - Clean the kitchen, pots, pans, dishes, and trays after meals
 - Ensure all kitchen supplies are properly clean, stored properly, and in good condition
 - Ensure all kitchen equipment is clean and in good working order as defined by the Arkansas State Board of Health
 - Ensure kitchen, walk in, pantry, and dishroom are sanitized and disinfected and all items are properly stored daily
 - When the Children's Programs Cook is out, the Assistant Cook / Janitor will fill in and assume those roles and responsibilities
- The Assistant Cook / Janitor needs to be knowledgeable in and adhere to all rules, regulations, and requirements and attend mandatory trainings of the following:
 - Arkansas Minimum Licensing Requirements for Child Care Centers
 - Department of Health Code for Commercial Kitchens

- Special Nutrition Plan Meal Pattern and other requirement
- Attend Child and Adult Care Food Program training annually
- Complete Servsafe training
- Conduct other duties as assigned to fulfill Our House's mission

What You'll Bring

- At least 1 year experience in the food service industry
- Experience in batch cooking
- At least 1 year experience in janitorial work
- Ability to work effectively with diverse staff, parents, and community members
- Experience with conflict resolution and/or crisis management
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- ServSafe certification preferred

Requirements

- CPR / First Aid certified within 90 days of employment
- Must be able to pass criminal background checks, child and adult maltreatment registry checks, sex offender registry checks, and a pre-employment drug screen
- Must be able to lift 30 lbs

Benefits & Perks

Visit our [careers page](#) for more information on benefits and perks!

Our House is a drug-free workplace.

Our House is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all team members. People of color and members of the LGBTQ community are encouraged to apply.