

JOB DESCRIPTION

Date: October 4, 2021

TITLE: Kitchen Assistant

REPORTS TO: Executive Chef

DEPARTMENT: Operations

WAGES: \$13.00 hourly, 401k available, uniform and parking provided, free meals

SUMMARY: Assisting the executive chef, staff, and culinary volunteers to plan then produce the daily menu,

DUTIES AND RESPONSIBILITIES:

I. CORE AREA OR RESPONSIBILITIES

- A. Following the opening and closing procedures of the kitchen(s).
- B. Assist the Executive Chef, Staff, and Culinary Volunteers to plan, prep., and produce the daily menu.
- C. Maintain the highest standards of sanitation and food safety.
- D. Maintain an inventory of kitchen supplies and food
- E. Data entry and reporting of meal program

QUALIFICATIONS:

I. Required Qualifications

- A. COVID-19 Vaccinated (Must be able to provide proof of vaccination)
- B. 1 year of culinary experience
- C. Food Handler/ Serv Safe certification – provided by RMHC

II. Preferred Qualifications

- A. ACF Membership

COMPETENCIES & SKILLS

- Excellent verbal and written skills, resourcefulness, adaptability, organization, and time management skills
- Ability to perceive risk and safety of guest and facilities
- Adhere to maintaining patient and guest confidentiality in compliance with HIPAA
- Outgoing, friendly that enjoys customer facing day to day operation.

PHYSICAL REQUIREMENTS

- Constantly moves around facility to interact and perform culinary needs
- Frequently positions self to load and unload carts, stock shelves, and pantry
- Perform basic laundry and housekeeping tasks
- Frequently transport items that weigh up to 30 pounds

This job description is not a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job, and it may change at any time with or without notice.

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