

JOB DESCRIPTION

Date: May 18, 2022

**TITLE:** Kitchen Assistant

**REPORTS TO:** Executive Chef

**DEPARTMENT:** Operations

**WAGES/BENEFITS:** \$13.00-\$15 per hour; 401k available, uniform, complimentary meal and parking provided for each shift. Learn culinary skills and menu planning. Flexible schedule 10-15 hours per week.

**SUMMARY:** Assisting the executive chef, staff, and culinary volunteers to plan then produce the daily menu at two locations.

**DUTIES AND RESPONSIBILITIES:** The following represent the essential functions of the position.

**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 statistics

**QUALIFICATIONS:** The following represent the desired skills and experiences that would be needed for a person to be successful in this position.

**1. Qualifications**

- A. Food handling/service experience (not required)
- B. Food Handler/ Serv Safe certification – provided by RMHC
- C. Desire to make a difference in the lives of families with critically injured or ill children in the hospital.

**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.