



**POSITION TITLE:** Kitchen Assistant

**DEPARTMENT:** Kitchen

**REPORTS TO:** Director of Kitchen Services

**POSITION SUMMARY:** This position support fellow kitchen staff with the proper daily functioning of the kitchen.

**SALARY RANGE:** \$10.00 to \$11.00 per hour based on experience.

**SCHEDULE:** Part-time not to exceed 29 hours per week, non-exempt.

### **POSITION REQUIREMENTS**

**EDUCATION:** Completion of the 8<sup>th</sup> grade.

**EXPERIENCE:** One or more years' experience working in food related industry.

**POSITION KNOWLEDGE:** Understanding of basic food preparation and the ability to understand the proper usage of kitchen equipment.

**LICENSE:** Must possess a valid California Class C driver's license, proof of insurance, and/or have access to reliable transportation.

### **PRINCIPAL DUTIES**

1. Assist in ensuring the daily functioning of the kitchen.
2. Assist in the preparation, distribution of and cleaning required for all meals
3. Assist in keeping the kitchen clean, hygienic and tidy, at all times.
4. Ability to train and offer support to volunteers that are assigned to assist in the performance of meal preparation duties.
5. Perform general duties as requested.
  - a. Preparation cleaning and cutting of meat, poultry, vegetables, and fruit.
  - b. Maintain refrigerator and dry storage in an orderly and clean manner.
  - c. Wash trays and kitchen equipment utensils
  - d. Inspect and accept food deliveries as needed
  - e. Break down boxes for proper disposal
  - f. Sweep and mop floors
6. Identify safety issues and inform supervisor immediately.

7. Ensures that the Kitchen is maintained and cleaned in a manner that meets and/or exceeds Department of Health standards.
8. Rotate food supplies according to standard food rotation procedures
9. Adhere to all kitchen policies and procedures
10. Possess excellent communication skills.
11. Be involved and contribute at team meetings
12. Provide friendly, courteous, polite and helpful service to clients
13. Maintain a clean and safe environment for staff and volunteers.
14. Sufficient strength and stamina to maneuver equipment weighing up to 50 lbs.
15. Sanitize all equipment and work areas as per company policies.
16. Make sure all food and supplies are stocked and ready for shift.
17. Adhere to scheduled hours.
18. Will embrace our mission statement and work to enrich the lives of the clients we serve.

St. Mary's Dining Room mission is to respond to poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to over 700 individuals each day.