



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: \$11.00 to \$12.00 per hour based on experience.

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

exempt. **POSITION REQUIREMENTS**

EDUCATION: High School Diploma or equivalent.

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.

PHYSICAL & MENTAL: Mobility: frequent sitting for long periods; frequent operation of a data entry device; occasional walking, standing, pushing, pulling, bending, squatting and climbing.  
Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds.  
Visual: constant use of good, overall vision and reading/close-up work; moderate use of color perception and hand/eye coordination; occasional use of depth perception and peripheral vision  
Hearing/Talking: frequent hearing of normal speech, talking/hearing on the telephone/radio and in person  
Emotional/Psychological: frequent decision-making, concentration, and public contact, occasional public speaking, occasional exposure to situations involving trauma, grief, or death  
Environmental: frequent work in a standard kitchen environment, occasional exposure to varied weather conditions.

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

transportation. ServSave certified or be able to obtain within 1 year of employment.

## 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.