



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: \$13.00-\$14.00 per hour

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

#### **POSITION REQUIREMENTS**

EDUCATION: Completion of the 8<sup>th</sup> grade. **Must have current ServSafe food handler certification.**

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 DEMANDS: Mobility: standing for long periods; frequent operation of food preparation equipment and utensils; frequent walking, standing, pushing, pulling, bending, squatting, climbing, kneeling, reaching, holding/grasping and turning objects.

Lifting: frequent lifting of 5 pounds or less; occasional lifting of 5-30 pounds from floor to waist.

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 and in person

Emotional/Psychological: frequent decision-making, concentration, and public contact and occasional public speaking.

Environmental: work in a standard operating kitchen environment.

LICENSE: Must possess a valid California Class C driver's license, proof of insurance, 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 and sanitize 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, co-workers and volunteers.
13. Maintain a clean and safe environment for staff and volunteers.
14. Sanitize all equipment and work areas as per company policies.
15. Make sure all food and supplies are stocked and ready for shift.
16. Adhere to scheduled hours.
17. 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.