

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.

Job Description

POSITION: Kitchen Helper/Server for Southern Kitchen

REPORTS TO: Food Service Supervisor (receives day to day direction from Cook Manager)

MINIMUM REQUIREMENTS:

1. Must be 21 years of age.
2. Must have high school diploma or equivalent.
3. Food service experience helpful.
4. Must be able to adapt to schedule changes and unforeseen circumstances.
5. Must be able to perform essential functions of position.

ESSENTIAL FUNCTIONS:

1. Must be able to move 30 lbs. daily.
2. Must be able to stand to perform a minimum of 4 hours at a time.
3. Must be able to withstand temperatures generated from cooking equipment.
4. Must be organized and have the ability to count accurately.
5. Must be able to follow written and oral instructions.
6. Must be able to work independently.

RESPONSIBILITIES:

1. Assist with preparation and packaging of meals as needed.
2. Perform any clean up that is necessary to aid the cook manager and assistant cook manager.
3. Assist in serving meals (home delivered and congregate) using correct portions.
4. Clean up kitchen, cookware and dishes after serving.
5. Assist as needed to collect any Performance Information Forms for new participants as they come to the site and maintain accurate record of participants.
6. Make sure that registered participants sign the sign-in sheet each day before they receive a lunch.
7. Make sure that each participant has a white envelope to put in the locked box. Be sure that they put their envelope in the locked box before they are given their lunch.
8. Inform participants of the suggested donation on consistent and regular basis.
9. Make sure the lunch area is clean. Utilize table decorations when available.
10. Comply with all Department of Public Health Sanitation requirements, including proper hand washing and head covering.
11. Serve lunch in timely manner to all registered participants. Register and serve non-registered participants when food is available after serving persons with reservations.
12. Charge appropriate fee to persons served under age 60.

13. Recruit and train volunteers to assist with site duties, including serving of the meals to participants requiring assistance. Maintain accurate records of volunteers.
14. Submit daily paper work to the southern office through established procedure.
15. Secure the donations and deposit through established procedure.
16. Assist volunteers to take reservations for the next day's meals and phone place on paperwork for kitchen.
17. Control of food waste through monitoring of no-shows for meals and over ordering.
18. Promote site attendance through encouraging participants to bring guests, promotion of welcoming and friendly site, and positive attitude regarding site and service with participants and community.
19. Maintenance of appearance, conduct and speech consistent with job duties and service population.
20. Present positive attitude and promote active participation by site attendees.
21. Assist with programs for seniors at the site as may be needed or assigned by supervisor.
22. Attend in-services and trainings as may be required by NIAAA or Meet and Eat.
23. Represent the agency professionally in manner, speech and dress.
24. Other duties as may be assigned by immediate supervisor or executive director.