

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.

Job Description

POSITION: Kitchen Assistant

REPORTS TO: Nutrition Supervisor

MINIMUM REQUIREMENTS:

1. Must be 21 years of age.
2. High school diploma or GED preferred
3. Good reading and math skills essential.
4. Food service experience beneficial.
5. Must be able to adapt to schedule changes and unforeseen circumstances.
6. Must be able to perform the essential functions of the position.

ESSENTIAL FUNCTIONS:

1. Must be able to move 50 lbs. on daily basis.
2. Must be able to stand to perform duties minimum of 4 hours at a time.
3. Must be able to withstand temperatures generated from cooking/dishwasher equipment.
4. Must be able to follow written menus and instructions.
5. Must be organized and have the ability to count accurately.
6. Must be able to follow written and oral instructions.
7. Must be able to communicate instructions to other workers.

PRIMARY RESPONSIBILITIES:

GENERAL: Under the supervision of the Nutrition Supervisor and/or the Lead Cook, this position is responsible for backing up all positions in the kitchen; cooks, baker, sandwich, dishwasher and packer, as well as minor janitorial duties such as mopping and cleaning all work areas and restrooms.

SPECIFIC:

1. Work closely with lead cook to prepare for next day's production.
2. Plan and have direction for day's work prior to start of day's production. Check with nutrition supervisor daily for specific duties assigned.
3. Have awareness of status of work in other positions to assist in completing current day's production before beginning prep for next day.
4. Learn all duties in the kitchen and be able to assist or perform duties in absence of other staff; including cooks, baker, sandwich, dishwasher and packer.
5. Assemble and/or produce all items needed for the day's menus based on recipes, menu and instructions.
6. Follow food production report in accurately preparing components for daycare and adult meals.
7. Cut or prepare needed food items, such as onions, celery, etc., in timely and proper manner.
8. Follow safe procedures in operating all kitchen equipment.
9. Maintain work area and equipment in a safe, clean and sanitary condition.
10. Clean other kitchen areas as time allows or as assigned.
11. Report to Nutrition Supervisor any problems with either food or equipment.

Kitchen Assistant Job Description

Page 2

12. Keep work areas organized for efficient performance of duties.
13. Maintain appropriate dress, speech and manner for the position and duties.
14. Utilize proper food handling techniques to prevent contamination of foods.
15. Make recommendations or suggestions to supervisor regarding menus, use of leftovers or ways to increase production efficiency or to improve food served.
16. Attend team meetings when held and contribute suggestions for improvement of service.
17. Represent the agency professionally in manner, speech and dress.
18. All other duties as may be assigned by Nutrition Supervisor, Nutrition Director or Executive Director.