

POSITION DETAILS: KITCHEN ASSISTANT

Type: Part-time, wages – this is a developmental work-experience position
Reports to: Facility Manager (the Manager)
Supervisory Responsibilities: None

Summary

This entry level position is intended to equip the incumbent with basic commercial kitchen skills and experience, and an opportunity to obtain Food-Safe certification. Supervised directly by the Manager, this employee must ensure safe, clean operation of the kitchen and dining room; prepare the daily lunch; assist kitchen volunteers with the daily breakfast; keep kitchen records; and assist the Manager with the organization of donated food.

Detailed Functions

- a. Assists the Manager to plan meals that use available donated food.
- b. Prepares a nutritious lunch each weekday, and may work extra hours occasionally to prepare meals for special events.
- c. Works with volunteers who prepare and serve breakfast each weekday.
- d. Maintains kitchen records.
- e. Keeps the kitchen environment safe, orderly, and clean to the standards of the Health Authority; attends Health Authority and fire inspections.
- f. Ensures that temperature standards for food and serving facilities are adhered to.
- g. Is responsible for cleanliness of the kitchen, dining room, and for sorting and removing trash, recycling, and compostable material.
- h. Assist with dishwashing and sanitizing

Experience, education, training and other requirements

- a. No previous experience is necessary but an aptitude for cooking is an advantage.
- b. Criminal check required.
- c. Must obtain Food Safe level 1 certificate during the first three months' employment. If successful, the course and exam cost will be reimbursed at the end 3 months of employment.
- d. Must be able to lift heavy items and work standing for entire shift.

Work experience and skills to be developed

- a. Commercial cooking experience, basic menu planning and food preparation.
- b. Knowledge of basic kitchen management, safety, hygiene, and regulatory requirements.
- c. Serving customers (dining room guests) and handling customer complaints.
- d. Working in a team environment.
- e. Skills handling stressful situations calmly.
- f. Strategies for being flexible, patient, positive and enthusiastic.
- g. Strong Work ethic.