

One80 Place Job Description

Kitchen Assistant

Primary Function:

Responsible for assisting with the meal program which includes clean-up, serving, and food preparation as assigned.

Status: Non-Exempt, \$13.00 per hour

Specific Requirements:

1. High school diploma or GED required.
2. Experience in commercial or institutional food service required.
3. Ability to work both independently and as an active team member.
4. Excellent interpersonal, oral, written communication and organizational skills.
5. Maturity and sensitivity to cultural and individual differences of the homeless population.
6. Ability to maintain professional demeanor while exercising judgment and discretion in work.
7. Ability to follow oral and written instructions.
8. Ability to read and interpret documents such as operating and maintenance instructions, procedure manuals, recipes, menus, warning labels, packing slips and supply orders.
9. Ability to lift and/or move up to 50 pounds including heavy stock.
10. Ability to stand for extended periods of time.
11. Flexibility in scheduling and willingness to cover other shifts.
12. Commitment to the mission, values, and goals of One80 Place.
13. Ability to work in a fast-paced environment and to respond calmly and effectively in a crisis situation.
14. Ability to work cooperatively with staff, volunteers and clients performing essential functions.

Specific Duties:

1. Complete tasks assigned by the Kitchen Manager or other supervisory staff.
2. Maintain cleanliness of kitchen and dining area.
3. Contribute to an environment of customer service designed to support kitchen volunteers in the creative preparation and service of meals.
4. In the absence of volunteers, coordinate the preparation and service of meals.
5. Ensure cleanliness and appropriateness of food service operations.

6. Contribute to a positive working environment and work collaboratively with all staff, volunteers and clients.
7. Drive the food rescue truck in a professional, safe manner.
8. Be flexible in scheduling to meet the needs of the organization.
9. Follow generally accepted food sanitation rules.
10. Other projects and duties as needed.

Physical, Environmental and Sensory Demands:

1. Sound mental reasoning.
2. Excellent organizational and time management abilities.
3. Superior communication skills, verbal and written.
4. Ability to relate effectively to diverse individuals.
5. Corrective vision and hearing to normal range.
6. Ability to move between service locations.
7. Ability to lift 50 pounds and to assist physically disabled clients with basic functions.
8. Possible exposure to communicable diseases, emotionally stressful working conditions, and irregular hours.

Employee signature: _____

Date: _____