



Position Title: Kitchen Assistant

Position: Non-exempt/Part-time - will require flexibility, nights, and weekends as needed. The current schedule for this position is Sunday mornings from 8 a.m. - 1 p.m.

Primary Function: The Kitchen & Custodial Assistant will report to the Food Services Manager and is primarily responsible for assisting in all kitchen-related duties, and for the preparation, cooking, and serving meals for church functions. The Kitchen Assistant will maintain safe food handling standards.

Essential Functions:

- Assists Food Services Manager in preparing meals and maintaining cleanliness and health standards of the kitchen and all equipment and fixtures in accordance with established guidelines, particularly government health standards.
- Prepares and keeps food service areas and other areas set-up for serving and cleans afterward in a timely manner.
- Keeps kitchen area clean and dishes washed.
- Operates kitchen equipment appropriately.
- Assists in laundering kitchen items as needed: wash, fold, and store in the proper place.
- Performs occasional shopping as necessary.
- Performs other duties as assigned.

Minimum Requirements:

- Must have two years' experience in cooking for large groups.
- Must communicate effectively with internal and external guests.
- Must be able to work effectively with little direct supervision.
- Must be able to stand for long periods of time, sometimes for the entire shift.
- Must be able to move quickly about the property to assess the needs of various departments and spaces.
- Must be able to lift 30 pounds.
- Must be 18 years of age or older.