



JOB DESCRIPTION: PART TIME KITCHEN ASSISTANT

Description

The Part Time Kitchen Assistant is directly responsible to the Executive Chef or his/her designee. A professional attitude is always expected. Confidentiality, sanitation, and safe food handling procedures must be followed at all times.

Reporting Relationship

Reports to the Executive Chef or his/her designee

Qualifications/Education

- Must be at least 18 years of age
- High School Diploma or GED preferred
- Kitchen experience helpful
- Current ServSafe Training Certificate preferred but not required
- Effective communication skills.
- Customer service skills
- Self-motivated
- Ability to multi-task
- Able to work as part of a team in a busy kitchen atmosphere

Responsibilities/Duties:

- Maintain a professional image with customers, guests and volunteers.
- Attends and participates in all meetings, emergency drills and training sessions as required.
- Follow Benzie Senior Resources Policies and Procedures.
- Report directly to Executive Chef or his/her designee any concerns regarding kitchen staff, equipment, food safety, etc.
- Performs other duties as assigned by the Executive Chef and Executive Director
- May be required to perform tasks outside of job description when needed. This may very occasionally include attending or preparing food for special events which may fall on weekends or evenings.
- Maintain strict confidentiality/HIPAA requirements.

Assigned Dining/Activity Room Duties:

- **Fill/empty ice for salad bar**
 - Set up salad bar/break down
 - Keep Dining Room, counters and hot and cold bars clean
 - Keep salad bar stocked
 - Bus dishes
 - Assist with prep as assigned by Executive Chef/Assistant Executive Chef and/or Assistant Cook
 - Check bathrooms regularly for cleanliness and clean on the spot if needed
 - Stock bathroom with any supplies that are in need
 - Keep drink cooler, napkins, toothpicks, sugar, creamers, etc. stocked
 - Clean up following the Daily Dining/Activity Room Checklist

- Cleaning projects from the Cleaning Project List

Assigned Dish Room Duties

- Clean and put away all dishes
- Bus dishes from Dining Room and Activity Room to keep rooms free of dirty dishes
- Clean back of kitchen according to checkout sheet
- Help Executive Chef put away product off the delivery truck in the proper storage areas. (Always rotate stock)
- Clean up following Daily Dish Checklist
- Clean projects from Cleaning Project List
- Check out with Kitchen Crew Leader before ending shift

Refer to Daily Kitchen, Dish Room, Dining/Activity Room & Cleaning Project Lists

- Prep food as directed by the Executive Chef/Assistant Executive Chef or Assistant Cook
- Prep salad bar
- Bus dishes
- Assist with dish room duties
- Clean up following the Daily Dish Room List and/or Daily Dining/Activity Room Checklist
- Cleaning projects from the Cleaning Project List
- Check out with Kitchen Crew Leader before ending shift

Required Physical Demands/Abilities:

- Good physical and mental health.
- Able to sit, stand, bend, stoop, kneel, pull, climb, reach, lift, twisting and perform repetitive movements of the upper extremities and lift up to 60 pounds by following safe lifting techniques, BSR procedures and lifting heavier objects with another co-worker.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As Benzie Senior Resources expands and grows, this job description may be subject to review in light of the changing needs.

I have read and understand the job description and agree to fulfill the position's responsibilities.

Employee Signature

Date