

BENZIE SENIOR RESOURCES

# Production/Kitchen Assistant

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Reports To: Executive Chef/Assistant Chef

FLSA Status: Non-Exempt, hourly

Employment Type: Part-Time, Monday- Friday, 7am – 3pm, No evenings or weekends

## Position Summary

Benzie Senior Resources recognizes older adults in Benzie County as vital members of our community and deeply value their wisdom, experience and contributions.

The Kitchen Assistant supports daily kitchen operations and meal service in a busy, team-oriented environment. This role plays an essential part in upholding food safety, cleanliness, efficiency, and a welcoming atmosphere for clients and volunteers. A professional image and adherence to confidentiality, sanitation, and safe food handling procedures are always expected. **Actions and behavior must reflect the core values of Benzie Senior Resources: Relationship/Teamwork, Trustworthiness/Integrity, and Respect/Dignity.**

## Key Responsibilities

### Kitchen Production Duties

- Monitor inventory and notify leadership of supply needs.
- Support onboarding and training staff on labeling procedures.
- Assist with timely assembly and organization of frozen meals.

### Kitchen & Dining Room Duties

- Maintain professional interactions with customers, guests, and volunteers.
- Assist with prep work as directed by kitchen leadership.
- Set up, stock, and break down the salad bar; manage ice.
- Keep dining areas, counters, and bathrooms clean and stocked.
- Stock beverages, condiments, and supplies (napkins, toothpicks, sugar, creamers).
- Bus dishes and assist with dish room duties (wash, dry, store).
- Receive and organize food deliveries, ensuring proper rotation.
- Complete assigned checklists (Daily Dish, Dining/Activity Room, Cleaning Projects).

- Check out with Kitchen Crew Leader at end of shift.

#### General Expectations

- Follow Benzie Senior Resources policies and procedures.
- Attend required meetings, trainings, and emergency drills.
- Report concerns regarding operations, equipment, food safety, or staff performance.
- Perform other duties as assigned by Assistant Chef or Executive Director.
- Maintain confidentiality and adhere to HIPAA requirements.
- Be available for occasional evening or weekend events.

#### Qualifications

- Must be at least 18 years of age.
- High School Diploma or GED.
- Kitchen experience preferred.
- Current ServSafe Training Certificate preferred but not required.
- Effective communication and customer service skills.
- Self-motivated and able to multi-task in a team-oriented kitchen.
- Commitment to confidentiality, food safety, and a clean, organized work environment.

#### Required Physical Demands/Abilities

Good physical and mental health required. Must be able to sit, stand, bend, stoop, kneel, pull, climb, reach, lift, twist, and perform repetitive movements of the upper extremities. Must be able to lift to 60 pounds.

Pay: \$16-19 per hour

Part time benefits include PTO, professional development, holiday and snow day pay, and extensive Employee Assistance Program, life insurance.

#### Equal Opportunity Employer

It is Benzie Senior Resources policy to recruit, hire, train, and promote in all job titles without regard to race, color, religion, sex, gender, national origin, ancestry, physical and mental disability, age, medical condition, marital status, military service, sexual orientation, or any other basis protected by law.