

JOB IDENTIFICATION

Title: Hunger Relief Kitchen Assistant
Reports To: Executive Chef
Prepared By: Kathy Jones

Payroll Type: Non-Exempt
Work Status: Full Time
Prepared Date: 5/20/2020

JOB SUMMARY

Provides support to the Director of Hunger Relief in food preparation, directing volunteers and temporary employees and kitchen sanitation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Direct volunteers and temporary employees with food preparation, food safety, sanitation.

Assist in providing a meaningful and satisfying experience for all volunteers.

Assist with maintaining useable inventory of rescued food.

Assist in the preparation of nutritious meals.

Assist driver and companion with unloading, logging, storing of rescued food.

At the discretion of the Director of Hunger Relief, may be assigned to supervise kitchen shifts on Saturdays and Thursday nights or when the Director of Hunger Relief is not available. Added responsibilities for a Shift Supervisor include directing other staff activities, all volunteer activities, the preparation of a meal, the opening & closing of the Hunger Relief kitchen. When designated the Shift Supervisor, a shift premium will be paid.

Maintain kitchen safety and food handling procedures throughout production; maintain ServSafe certification.

Assist in the assigning and logging of meals to partner agencies.

Assist with routine cleaning and maintenance of production kitchen, storage areas and equipment.

Provide assistance in other areas as requested and when time permits.

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies:

Customer Service: Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.

Reliability: Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively to meet schedules.

Acknowledged by:

Employee Initials: _____ Review Date: _____
Supervisor Initials: _____ Review Date: _____

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Must be a high school graduate or equivalent.

Must be able to successfully complete ServSafe certified food handling program. Experience in the food service industry a plus.

KNOWLEDGE, SKILLS, ABILITIES

Must possess good communication skills. Must have the ability to take and give directions well. Must be able to work independently and under pressure. Must love to work with people of all backgrounds, cultural groups and economic levels and be friendly and outgoing.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. The employee is required to move at a brisk pace most of the time. Must be able to stand for entire shift, taking a break if necessary. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and/or extreme heat. The employee is occasionally exposed to fumes, flame, airborne particles, moving mechanical parts and risk of electric shock. The noise level in the work environment is usually moderate to loud.

SIGNATURE SECTION

CEO: _____

Approved Date: _____

Supervisor: _____

Received Date: _____

Acknowledged by:

Employee Initials: _____ Review Date: _____

Supervisor Initials: _____ Review Date: _____