

KITCHEN ASSISTANT

DEFINITION

Under the supervision of the Supervisor of Senior Services and the direct reporting to the Food Services Coordinator, the Kitchen Assistant is primarily responsible for dishwashing, pot/pan cleaning and overall kitchen cleaning and sanitation. Responsible for some food preparation, food packaging, food service and storage of food/supplies. Performs other duties as assigned.

ESSENTIAL FUNCTION REQUIREMENTS

Ability to lift 50 pounds; ability to stoop, bend and stretch when storing or retrieving food stuff from shelves, refrigerators or freezers and when cleaning. Ability to follow orders from Coordinator or Supervisor and ability to relate well with staff members, volunteers, and senior clientele.

EXAMPLES OF DUTIES

Wash dishes, pots/pans and general cleaning/sanitizing of kitchen equipment. Participates in service of meals. Responsible for stocking food/supply deliveries. Breakdown of dining room after meal period.

EMPLOYMENT STANDARDS

Minimum of high school graduation or equivalent. Additional training in food service is preferred. Must maintain good hygiene and follow strict food handling sanitation procedures.

LICENSES AND CERTIFICATES

California Drivers License is preferred.

TOOLS AND EQUIPMENT USED

Institutional food service equipment including: Oven, grill, tilting braising pan, convection steamer, steam table, coffee makers, walk-in refrigerator/freezer, dishmachine and knives.

PHYSICAL DEMANDS

The physical demands described 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 primarily standing or walking. Occasionally sit and

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talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is exposed to wet and/or humid conditions, toxic, or caustic chemicals. Employee handles hot/cold items and sharp tools. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

1/26/09