

FLSA Status: Non-Exempt  
Prepared By: Susan Agel  
Job Title: Kitchen Assistant  
Reports To: School Chef  
Prepared Date: 11/30/2009, rev. 1/4/17 7/14/21

### **Summary:**

The Kitchen Assistant is a part-time staff member of Positive Tomorrows. As Kitchen Assistant, the staff member reports to the School Chef and is responsible for providing a safe, clean, organized, and calm cafeteria environment. Work hours are Monday through Friday when school or Break Camp is in session from 8:00am-1:00pm.

### **Essential Duties and Responsibilities:**

- Report on time daily to the school chef to review lunch schedule
- Attend and participate in meetings as requested.
- Maintain appropriate communication with supervisor, reporting any concerns with the cafeteria, kitchen, or food service.
- Stay in regular communication with the rest of the PT staff, checking email and mailbox regularly.
- Follows daily instructions of the school chef.
- Set tables and prepare food for serving.
- Serve lunch. Confirm portion sizes stated on daily production record and use proper utensil for serving.
- Thoroughly clean lunchroom and kitchen after meal, wiping down and disinfecting surfaces. Hand wash and air dry utensils and pans; dispose of perishable food.
- Document meals served on spreadsheet, record temperatures of food and refrigerator/freezer, save all documentation from vendor in correct folders.
- Transfer daily meal count information and enters data on Edit Checks spreadsheet.
- Receive and organize incoming food and kitchen supply deliveries.
- Administer commodity program.
- Maintains a neat and orderly kitchen with the highest standards of safety and cleanliness.
- Other duties as requested.

### **Knowledge, Skills and Abilities:**

#### ***Personal Characteristics:***

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Possesses good written and oral communication skills.
- Flexible, well organized and able to deal with frequent changes in bus routes and daily schedules. Able to reorder priorities in response to needs or unexpected obstacles. Takes initiative.
- Collaborative, open and inclusive.

- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Think critically and analyze situations. Able to deal with behavior problems and safety issues effectively and appropriately.
- Able to analyze effectiveness of efforts, gathers and processes relevant information, makes recommendations and/or resolve the problem.

## Competencies:

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

- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.

## Qualifications:

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.

- 18 years of age or older
- Have a valid food handler's certification

- **Language Ability:** Ability to effectively communicate and respond to managers, clients, customers, and the general public.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Outlook, Microsoft Office, and advanced computer operations.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

### **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 noise level in the work environment is usually moderate.

### **Physical Demands:**

The physical demands 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.

- Must be willing to work flexible hours, if necessary
- Must have vision and auditory abilities to operate a personal computer.
- Must have reliable transportation.
- Must be able to lift up to 50 pounds.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_