



# Kitchen Assistant

30 hours weekly | \$14 hourly | Vacation & Sick Leave

Monday - Friday, 10:30 am to 5 pm

**To Apply:** Send resume, include 3 references to [Leigh@albanyhh.org](mailto:Leigh@albanyhh.org)

**First Review Deadline:** July 20, 2021

The Kitchen Assistant is responsible to assist the Kitchen Lead in meal planning and preparation, kitchen sanitation and maintenance of kitchen appliances and pantries. This position assists the Kitchen Lead in the running of Albany Helping Hands kitchen and meal program. The Kitchen Assistant reports to the Kitchen Lead.

## DUTIES AND RESPONSIBILITIES:

- Assist Kitchen Lead with meal preparation and other duties as requested.
- Assists with menu planning.
- When directed by the Kitchen Lead, place food and supply orders, as necessary.
- Fills in where needed to ensure service standards are met and operations are efficient.
- Works to keep all equipment clean and in good working condition.
- Assists with ensuring the kitchen policies for volunteer performance are followed.
- Assist with maintaining cleaning schedules for kitchen floors, walls, hoods, shelves, grease traps, all other equipment, and food storage areas.
- Assists with maintaining proper food holding and refrigeration temperature control points.
- Establishes good working relationships with volunteers and vendors.
- Performs other duties as assigned.
- Maintains strict confidentiality.
- Follows all Albany Helping Hands service philosophies, policies and procedures.
- Maintains regular job attendance and adherence to scheduled hours.

## REQUIRED SKILLS:

- Ability to work in stressful conditions while maintaining a positive and constructive attitude and an open mind.
- Current Oregon Drivers License.
- Ability to prioritize tasks and delegate when appropriate.
- Consistently maintains a professional demeanor and encourages individual respect.
- A team player who works collaboratively with others.

## PREFERRED QUALIFICATION:

- Previous experience cooking in either a residential or commercial setting.

## PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee must be able to:

- Stand for extended periods of time.
- Move around the facility, stoop, kneel, bend, crouch and reach repeatedly.
- Lift, push and pull up to 50 pounds routinely, 75 pounds occasionally.
- Tolerate exposure to noise and heat in a kitchen/cafeteria environment.
- Utilize a keyboard.
- Meet specific vision abilities to include close, distance, color, peripheral, depth perception and ability to focus.