

## **JOB DESCRIPTION**

**JOB TITLE:** Kitchen Assistant

**EMPLOYER:** Martin Luther King Community Center

**DEPARTMENT:** Hunger Services

**REPORTS TO:** Kitchen Manager

**EFFECTIVE DATE:** 10/04/2024

**Pay Rate:** \$15.50/hour

**Hours:** 9:00am to 1:00pm M-F

### **SUMMARY:**

This position is responsible for maintaining a sanitary and safe environment for food handling, storage and service in compliance with state regulations.

### **DUTIES AND RESPONSIBILITIES:**

- Assist with food preparation.
- Maintain an orderly and clean prep area applying safe food handling practices.
- Assist in serving meals.
- Clean up after meal preparation, including all pots, pans, and serving dishes.
- Help unload and store supplies.
- Assist in any area of kitchen or dining room as requested by the Kitchen Manager.
- Clean dishwasher area after every meal, maintain a clean dishwashing area during meal, wipe off dishwasher and keep surrounding area dry and clean.
- Wash and put away all dishes, silverware and glasses.
- Performs other related duties as assigned
- Maintain positive and friendly customer services for volunteers, clients, and staff members

### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

### **QUALIFICATIONS:**

- No prior experience or training.
- **Other skills required:**
  - Must be an individual who believes deeply in our mission.
  - Have courteous interactions with guests, clients, and staff.

### **COMPETENCIES:**

- **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.

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand.
- Continually required to walk.
- Rarely required to sit.
- Continually required to utilize hand and finger dexterity.
- Continually required to climb, balance, bend, stoop, kneel or crawl.
- Continually required to talk or hear.
- Continually works around fumes, airborne particles, or toxic chemicals.
- Continually exposed to bloodborne and airborne pathogens or infectious materials.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must continually lift and/or move up to 40 pounds.