

# JAMIESON COMMUNITY CENTER

## JOB DESCRIPTION

CLASS TITLE: **Kitchen Assistant**

FUNCTION: With direction and supervision, assists in the operation of the Jamieson Community Center kitchen including, but not limited to, meal preparation, meal packaging and cleaning.

SCHEDULE: Monday – Friday, 6 AM – 10 AM

SUPERVISION: Responsible to Food Service Coordinator

### EXAMPLE OF DUTIES:

- Complies with all local, state and federal standards and regulations.
- Assists in the preparation of meals.
- Packaging of meals and verifying counts for off-site delivery.
- Packaging and distribution of freezer meals.
- Proper weighing, measuring, and portioning packaged meals.
- Assures stored food is dated and disposes of any expired food.
- Assists in the clean-up of the kitchen including, but not limited to, the washing, rinsing and sterilizing of dishes and utensils, the polishing of stainless steel food service equipment, the mopping of floors, etc.
- Assisting with inventory of packaging, storage and cleaning supplies.
- Transportation of meals as needed.
- Other related tasks as assigned by the Food Service Coordinator.

### QUALIFICATIONS:

- Knowledge of cooking principles.
- Ability to follow instructions and to carry them out effectively.
- Willingness to learn and to develop skills in a commercial food service operation and the willingness to perform routine type tasks.
- Friendly personality and the ability to work effectively under supervision and direction.
- Ability to maintain accurate records.
- Possession of a valid Illinois operator's license.

### EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D.
- Food Safety Manager Certification preferred.
- Food handler certification required.
- Prior food service experience required.

### PHYSICAL REQUIREMENTS:

Sitting, standing, walking, lifting up to 50 pounds, carrying up to 40 pounds, pushing, pulling, reaching overhead, reach at or below the shoulder level, gross manipulation, fine manipulation, foot or leg controls, driving, stooping, crouching, kneeling, climbing a ladder, speaking, the ability to hear, understand, and distinguish speech and/or other sounds, and near and far visual acuity.