

JOB TITLE: Kitchen Assistant
REPORTS TO: Food Service Manager
DEPT: Mission

STATUS: REG/FT/NE
SCHEDULE: 9-6 Mon-Fri
Some Saturdays
REVISED: 04/25/2024

Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

Assist Food Service Manager with daily operation of the kitchen area, which includes cooking, storage and refrigeration units, dining room and connecting hallways, and related storage areas in other buildings.

DUTIES AND RESPONSIBILITIES:

- With the Food Service Manager, determine menus based on available food ingredients.
- Prepare food according to meal plans.
- Ensure proper use, cleaning and storage of equipment.
- Stock orders and donations.
- Ensure proper food handling and storage.
- Monitor and maintain cleanliness of all kitchen related areas and equipment.
- Assist with menu planning as needed.
- Assist with recording USDA temperature logs.
- Observe established health and safety standards and procedures, including those of ServSafe, USDA and OSHA.
- Assist with Food Barrel Drive and other food donations as requested.
- Assist with food ordering as needed.
- Work Saturdays as needed.
- Other duties as assigned.

EDUCATION/EXPERIENCE:

- High school diploma or GED required
- 2 years previous Food Service/Cooking experience required
- Food Handler certification and/or Servesafe required.
- Additional coursework in food service/culinary arts preferred.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, service oriented, utilizing skills, training, and experience God has provided.
- Ability to be creative in cooking donated food tastefully following proper food safety protocols.

