

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.

SKILLS & QUALIFICATIONS (continued):

- Basic knife skills and knowledge of proper use of basic kitchen equipment.
- Good eye-to-hand motor skills: precise, careful, and safety conscious.
- Interpersonal skills: able to clearly communicate verbally and promote a positive work environment that fosters teamwork and unity.
- Able to work with a diverse group of people, mutually respecting all persons.
- Flexibility to perform any kitchen related job as assigned.

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- | | |
|---|------------------------|
| Standing: Frequently | Bending: Frequently |
| Carrying: Frequently | Stooping: Frequently |
| Reaching: Frequently | Climbing: Occasionally |
| Lifting: Frequently, up to 50 lbs, more w/ assistance | |

The Kitchen Supervisor is required to perform all of the above on an on-going and rotational basis. Work is performed in varying temperatures from -15 - 90 degrees, winter and summer, in coolers and freezers.

EQUIPMENT/TOOLS USED:

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|-------------------------|------------------------|---------------------------|
| ● Dishwasher/ Sanitizer | ● Coolers and Freezers | ● Hot/Cold Serving Lines |
| ● Commercial Mixers | ● Ice Machine | ● Fire Suppression System |
| ● Tea/Coffee Brewers | ● Knives / Sharpeners | ● Hand truck/ Pallet Jack |
| ● Grills, Fryers, Ovens | ● Commercial Slicer | ● Serving Utensils |
| ● Beverage Servers | | |

Employee Signature

Date