JOB TITLE: Kitchen Assistant STATUS: REG/FT/NE

REPORTS TO: Food Service Manager SCHEDULE: 9-6 Mon-Fri

Some Saturdays

DEPT: Mission 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

Carrying: Frequently

Reaching: Frequently

Bending: Frequently

Stooping: 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:**

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

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Employee Signature Date