



Kitchen Assistant - Job Description

General Description:

Assists with ordering, managing inventory, food rescue, kitchen clean up and some limited food preparation, cooking, and serving. Will also be the representative from CISS that meets our meal providers and ensures they have what they need for the meals being served. This individual will be training in safe food handling procedures, food preparation techniques, nutrition, food storage methods, and portion control. This is a part time position that requires every other weekend. This position reports to the Kitchen Coordinator.

Duties /Responsibilities:

- Manages inventory of food and supplies. Keeps track of freshness dates and expiration dates in the storage area and walk-ins. Track and record temperatures in refrigerators and freezers.
- Greets evening meal providers and assists them with any needs they have.
- Responsible for daily cleaning of the kitchen including but not limited to cleaning and sanitation of work areas, equipment, utensils, and dishes.
- Responsible for the deep cleaning schedule of equipment (i.e. vents, dishwasher, fryer).
- Fill in for Kitchen Coordinator and prepare meals when needed.
- Be able to coordinate the serving of a meal and the clean-up needed.
- Performs other duties as assigned.

Qualifications, Experience and Abilities

- As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.
- High School Diploma required, culinary experience or a B.A. is preferred.
- This position will require a highly organized individual, with excellent follow up skills, as well as the ability to overcome objections and obstacles in the kitchen.
- Ability to manage multiple projects with demanding and competing deadlines, superior organizational skills and the ability to maintain a quality work place in a diverse, fast paced and changing environment.
- Ability to work independently as necessary.
- Ability to negotiate different personalities and work under competing priorities.
- Physical ability to lift up to 50 lbs. without assistance.
- Excellent written and verbal skills.
- Demonstrated proficiency in using Microsoft Outlook, Word, Excel and other applications.
- Ability to obtain Safe Serve Certification within 6 months of hire.

Send cover letter, and resume email to jalford@centraliowashelter.org

Position is open until filled

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Kitchen Assistant – Last updated 9/18/17