

**Willard G. Pierce and Jessie M. Pierce Foundation, dba
PIERCE CEDAR CREEK INSTITUTE**

POSITION DESCRIPTION

TITLE: Kitchen Assistant

REPORTS TO: Chef

INCUMBENTS:

STATUS: Part-Time Associate (NON-EXEMPT) ,25 /hrs. Wk.

DATE: March, 21,2023

BROAD FUNCTION: The Kitchen Assistant works closely with the Chef and Assistant Chef to produce quality meals for events of the Institute. The Kitchen Assistant performs all food service duties such as food preparation, cooking, serving, and general cleaning/sanitation.

POSITION REQUIREMENTS

- Ability to work a flexible schedule, including some weekends and evenings.
- Two years of experience cooking in the food service industry.
- Is ServSafe certified (or able to complete certification) and knowledgeable of local and state health department rules and regulations.
- Ability to follow, increase, or decrease a recipe.
- Maintains good organizational skills and can effectively handle last-minute operational issues calmly and professionally.
- Ability to communicate clearly and concisely, work efficiently with diverse groups of people and answer questions regarding food selections that comply with varied special diets such as, but not limited to, vegan/vegetarian and gluten-free.
- Able to foresee/forecast when foods will be needed need to be replenished, or used within expiration dates.
- Able to properly label a food's shelf life.
- Physical ability to lift twenty-five pounds and stand for an extended period of time.

PERFORMANCE MEASUREMENTS:

- Support and assist the Chef and Assistant Chef in running the Institute's food service program.
- Provide high-quality meals while maintaining an economical approach to preparation that will minimize food and supply waste.
- Follow proper sanitation procedures, including local and state health regulations.
- Maintain a working knowledge and professional working relationships in all aspects of job requirements.
- Perform all duties as assigned in a timely manner.

PRIMARY DUTIES & ACTIVITIES:

- Responsible for opening and closing the building at the beginning or end of the daily work schedule as needed.

- Assist in the food service requirements for brunch, educational programs, and facility rentals, working directly with other Institute staff to provide a high-quality event.
- Alert appropriate staff members of guests' needs as they arise.
- Execute all food service following planned timelines and menus.
- Prep, serve, and store food to ensure a high standard of sanitation, cleanliness, and safety is maintained in the kitchen and dining areas.
- Follow all local and state health department rules and regulations at all times.
- Maintain a regular cleaning and maintenance schedule for all kitchen and dining areas.
- Follow the policies and procedures set in place by the Chef and Assistant Chef.

ORGANIZATIONAL RESPONSIBILITY: The Kitchen Assistant is responsible for assisting the Chef and Assistant Chef in the overall function of the facility rental program, food service, and kitchen facilities. The Kitchen Assistant will work collaboratively and cooperatively with all staff to establish a quality guest-service program.