

Reports to Kitchen Manager

Kitchen Worker

SUMMARY OF PRIMARY FUNCTION

The Kitchen Worker is responsible for assisting the Kitchen Manager in preparation and serving of meals. The Kitchen Worker is also responsible for proper handling and storage of food, keeping the kitchen clean, and observing proper sanitation and hygiene.

ESSENTIAL RESPONSIBILITIES/DUTIES

1. Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat, etc.)
2. Setting up workstation with all needed ingredients and cooking equipment.
3. Prepare menu items under the direction of the Kitchen Manager.
4. Serve meals to the residents.
5. Clean table tops and food serving areas before and after meals
6. Properly handle and store food.
7. Ensure proper sanitation, hygiene, and cleanliness of the kitchen.
8. Alerts management of problems.
9. Informs Kitchen Manager of any need for food or supplies.
10. Performs other duties as assigned by supervisor.

Teamwork & Collaboration:

1. Works in collaboration with program and all other agency staff to facilitate a team environment.
2. Demonstrates and models effective communication skills in building relationships with all clients and employees.
3. Creates good working relationships with other service providers.
4. Participates in the development and implementation of Porchlight's strategic plan.

Porchlight Values & Culture:

1. Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
2. Helps to create an environment that values and appreciates diversity.
3. Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
4. Maintains strict confidentiality of all information.
5. Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
6. Conducts self within appropriate and expected professional boundaries and policies.

QUALIFICATIONS

1. Knowledge in food and cooking.
2. Ability to stand for two to four hours at a time.
3. Manual dexterity for knife handling.
4. Ability to work with others.
5. Ability to take direction.