

# St. Mary's Food Bank Alliance

## Job Description

**Job Title:** Kitchen Assistant  
**Reports To:** Chef Instructor

**Job Status:**  
**Pay Grade:**

### **Position Summary:**

Responsible for assisting the Chef Instructor in all kitchen operations relating to the Community Kitchen culinary training program.

### **Position Responsibilities:**

- Assists with the instruction of basic culinary skills, under the direction of the Chef Instructor
- Opens the training kitchen and prepares for daily activities
- Ensures students are following all sanitation guidelines, under the direction of the Chef Instructor
- Ensures proper food handling and sanitation procedures are executed at all times
- Manages a clean well maintained and organized kitchen
- Maintains current inventory of food items, paper goods and cleaning products
- Keeps a running list of depleted inventory
- Assists Chef Instructor during food bank food selection on a weekly basis
- Inspects kitchen along side student team leader after group cleaning is complete
- Ensures proper documentation of all cooler and freezer temperatures
- Ensures all food product is labeled properly and disposed of by its expiration date
- Accompanies Chef Instructor at events related to the CK program and Food Bank during and after regular business hours
- Act as a mentor to all students, being professional and responsible at all times
- Maintain professional boundaries with students at all times
- Reports all concerns to Chef Instructor regarding food, facility, or student issues
- Complete Mise en Place for Chef Instructor demonstrations
- Copy recipes for student cooking activities prior to class
- Prepare meals for students, staff, and guests on an as needed basis
- Prepare team leader for meal presentation

### **Physical Requirements:**

Must be able to lift, carry and pull fifty pounds  
Must be able to stand for long periods of time

### **Knowledge, skills and abilities:**

- Working understanding of Microsoft Excel, Word and Outlook.
- Basic typing and computer skills.
- High level of interpersonal skills and the ability to work well with others.
- Ability to work independently and effectively with minimal supervision
- Ability and willingness to work with and teach a diverse population