



## Job Description: Kitchen Assistant

- Department: Program Department
- Reports to Kitchen Supervisor, Program Manager
- Status – REG/PT/E
- Location – Main Campus-Community Kitchen
- New January 2025

### SUMMARY OF POSITION:

The Community Kitchen Assistant is a part time position providing essential support in our community kitchen's operations and coordination. This role is pivotal in ensuring the smooth running of daily kitchen functions, offering support to the Kitchen Supervisor, and aiding in the coordination of volunteer activities.

### DUTIES & RESPONSIBILITIES:

- Collaborate closely with Kitchen Supervisor to oversee all kitchen operations, including management of volunteer staff and multitasking in a fast-paced environment.
- Assist with volunteer coordination, including managing sign-in processes and providing task guidance.
- Participate in the weekly menu preparation and ensure the kitchen is set up accordingly.
- Conduct inventory management to ensure food freshness and adherence to USDA guidelines.
- Maintain accurate records of meal services and government program compliance, including temperature logs for refrigeration units.
- Provide crisis management support and troubleshooting as needed.
- Engage in regular cleaning and sanitation of the kitchen, adhering to health and safety standards.

### SKILLS & QUALIFICATIONS:

- Strong Interpersonal skills - exercise compassion, discernment, and models appropriate boundaries
- Able and willing to honor the leadership, chain of command, standards and ministry objectives of ODM
- Proficient with data entry, and computer skills for generation of daily office communication
- Willing to continue education as needed or required
- Excellent resource acquisition, negotiation, and coordination abilities.
- Able to work independently
- Must maintain a high degree of trustworthiness and reliability
- Valid North Carolina state driver's license

### WORKING CONDITIONS/PHYSICAL FACTORS:

- (*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*)
- Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness - *continuously*
- Environment may be odorous due to lack of personal hygiene and intoxication of guests - *frequently*
- Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities on a regular and ongoing basis - *frequently*
- May be extremely loud at times - *occasionally*
- May be exposed to behaviorally aggressive guests
- May be exposed to unsanitary conditions
- See, hear, smell and speak clearly - *continuously*
- In good physical health, able to climb stairs numerous times per shift
- Standing: *continuously*
- Climbing: *continuously*

- Lifting: *continuously, up to 75 lbs*
- *Traveling: to/from client appointments – occasionally, as needed basis*

**EQUIPMENT/TOOLS USED:**

Computer, Phone, Fax, Copier

**EDUCATION/EXPERIENCE**

- High School Diploma
- A minimum of six months of relevant experience is preferred.

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor. I understand that employment is always "at-will".

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Signature

Date