

BOYS & GIRLS CLUBS OF CENTRAL MN

Position Description

Job Title: Kitchen Aide

Department: Program

Reports To: Cook

FLSA Status: Non-Exempt

JOB DESCRIPTION SUMMARY

Assists in the preparation and serving of food in the cafeteria, using safe food handling and storage practices; maintains food service facilities and equipment in a sanitary condition; organizes, and cleans.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Washes pots, pans, dishes and utensils and tidies cooking area.
2. Assists in serving meals to youth in appropriate portions.
3. Maintains a safe food preparation area following local, state and federal guidelines.

ADDITIONAL RESPONSIBILITIES

The assignment of these additional duties will be dependent on the length of the shift:

1. Cleans and sanitizes work area to Health Department standards and disposes of refuse.
2. Other duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Knowledge of the uses of kitchen utensils and equipment and their operation thereof.
2. Ability to work independently and cooperatively with other staff.
3. Ability to follow oral and written instructions.
4. Ability to prepare various foods.
5. Ability to establish and maintain effective working relationships with others.
6. Ability to interact with the children and youth in a manner that clearly conveys warm regard, respect, and care.
10. Must be 15 years of age or older.

EDUCATION and QULIFICATIONS

Education Some high school

Qualifications You must be a member of the Boys & Girls Clubs.
You must have had other volunteer rolls within the Club
You must come with a recommendation from your Unit Director

FUNDAMENTAL RELATIONSHIPS

Has daily contact with Cook to receive/provide information. May interact with Club members and other Club staff at the site. Maintains positive relations with members and staff at all times.

PHYSICAL REQUIREMENTS

- Visual:** Normal acuity required daily for making color distinction, read labels, instructions, recipes, and other printed matter, with or without vision aids; normal depth of sight.
- Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format. Facility to hear and understand speech at normal room levels to exchange information. Facility to speak in audible tones so that others may understand clearly in normal conversations and on the telephone.
- Movement:** Ability to stand and walk in work site for full shift. Ability to frequently bend, squat and turn. Ability to reach overhead, above the shoulders and horizontally, to store and retrieve food, kitchen equipment and supplies.
- Lifting/Pulling/Pushing/Carrying:** Ability to comfortably lift, push, pull, and manipulate up to 25 lbs of weight frequently during shift and up to 60 lbs of weight occasionally during shift. Ability to lift up to 25 lbs of weight to shoulder height.

HAZARDS

1. Potential contact with cleaning agents, and hot water temperature.
2. Around extreme heat from, but not allowed to use, ovens, grills and stoves.
3. Exposure to very hot foods.
4. Exposure to sharp knives.

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date

[Type here]