

KITCHEN ASSISTANT / COOK AT ONE ACRE CAFE
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REPORTS TO: Chef/Kitchen Manager and Executive Director

POSITION SUMMARY: This position serves as a Kitchen Assistant/Cook in the kitchen and may be responsible for the daily operations of the kitchen in the absence of the Chef/Kitchen Manager.

DUTIES & RESPONSIBILITIES:

- Assumes responsibility for quality of products served
- Knows and complies consistently with One Acre Café's standard portion sizes, cooking methods, quality standards and kitchen rules, policies, and procedures
- Maintain cleanliness, organization, and sanitation of the kitchen in line with Health Dept requirements
- Must maintain personal hygiene in accordance with health department standards for food service employees.
- Prepares items for broiling, grilling, frying, sautéing or other cooking methods by portioning, battering, breading, seasoning and/or marinating
- Stocking and maintaining sufficient levels of food on the line
- Follows proper plate presentation and garnish set up for all dishes
- Handles, stores, and rotates all products properly
- Assists in food prep assignments during off-peak times as needed
- Responsible for logging donated food at the end of the day - with Kitchen Manager
- Assists other staff and volunteers in closing the kitchen properly and follows the cleaning and closing procedures for kitchen stations
- Assists the Kitchen Manager in the training and supervision of volunteers in the kitchen to ensure all volunteer tasks are done correctly and efficiently
- Always working with volunteers with an attitude of grace and forgiveness
- Responsible for daily operations of the kitchen in the absence of the Kitchen Manager
- Cross trains with the ability to function in other areas of the café as needed
- Participates in fundraising and special events in the evening and weekends as needed
- Works together with OAC team members to ensure that customers and volunteers receive top notch customer service and genuinely feel special
- Performs other related duties as assigned by the Kitchen Coordinator or Executive Director

Other duties:

- All staff are responsible for the daily opening, closing, maintenance and security of the café
- Identify all opportunities to control costs at the café
- Ensure that the café and all volunteers are following health department standards
- Provide feedback and ideas regarding how to make One Acre Café more productive, efficient, and the food more delicious, nutritious, and healthy

KITCHEN ASSISTANT / COOK AT ONE ACRE CAFÉ (Cont.)

SKILLS / QUALIFICATIONS:

- **Heart for service and attitude of humility**
- Able to communicate clearly with managers, kitchen, and dining room personnel
- Ability to reach, bend, stoop and frequently lift 50 pounds and to work while standing for long periods of time (as many as 10 hours at a time)
- Good manual dexterity and hand-eye coordination
- Must be able to read and follow printed recipes and plate specifications
- Ability to work in a very fast paced environment while maintaining a positive attitude
- Flexibility with scheduling

WORKING CONDITIONS/PHYSICAL FACTORS:

This position requires the following:

- Bending and Reaching
- Carrying and heavy lifting up to 50 lbs.
- Good manual dexterity and hand-eye coordination
- Standing for long periods of time

EQUIPMENT/TOOLS USED:

Dishwasher	Ice Machine	Industrial Slicer	Industrial Mixers
Griddle	Convection Oven	Standard Oven	Fire Suppression System
Warmers	Computer	Printers	Phone

Employee Signature

Employee Name Printed

Date

Executive Director Signature

Executive Director Name Printed

Date