JOB DESCRIPTION

Job Title: Kitchen Assistant

Effective Date: _____

Department: Kitchen

Schedule: _____

Supervisor: Kitchen Coordinator

FLSA Classification: Hourly, Non-Exempt

ABOUT HARMONY HOUSE

Harmony House provides shelter, advocacy, and education to domestic violence survivors. In addition to our emergency shelter, prevention education, and outreach programs, Harmony House partners with the Springfield and Republic Police Departments and the Greene County Family Justice Center to support domestic violence victims as early as possible in multiple locations. We believe robust, wrap-around support services have the most impact on victims long-term, helping them to break the cycle of domestic violence for themselves and their families.

JOB SUMMARY:

The kitchen assistant reports directly to the Kitchen Coordinator and is responsible for assisting in the completion of the kitchen duties.

DUTIES/RESPONSIBILITIES:

- Assist with meal preparation, serving and clean up as directed by the Kitchen Coordinator
- Orient volunteers to the kitchen and assist them with any preparation, set up, meal serving and clean up duties
- Ensure that volunteers follow proper health and sanitation protocols
- Ensure that all food is properly wrapped, dated, and stored
- Ensure that the kitchen is properly cleaned and secure after each meal
- Responsible to follow any instructions left by the Kitchen Coordinator
- Assist in inventory management and restocking supplies
- Collaborate with kitchen team
- Ensure that the meal count form is properly completed for each meal
- Report any kitchen maintenance issues to the Kitchen Coordinator
- Be a positive, friendly and helpful representative of Harmony House to our volunteers, residents in shelter, and in the community
- Ensure safety and confidentiality of residents is maintained at all times
- Attend all mandatory trainings and/or staff meetings
- Complete a minimum of 40 hours of training in the areas domestic violence & confidentiality as well as training within relevant job related areas during the first year of employment and 6 hours of training per year thereafter.
- Other duties as assigned

REQUIRED SKILLS AND ABILITIES:

- Ability to effectively communicate information to residents and staff
- Ability to exercise discretion for maintaining confidentiality of staff and resident's information
- Must be able to multi-task, prioritize and work independently as well as part of a team
- Positive attitude and ability to be flexible

EDUCATION AND EXPERIENCE:

- Previous experience working in a commercial kitchen preferred
- Knowledge of basic culinary techniques, kitchen equipment and food handling procedures
- Excellent communication skills
- Ability to exercise discretion
- Ability to multi-task and prioritize
- Work independently as well as part of a team
- High school diploma or equivalent

SUPERVISORY RESPONSIBILITIES:

- None

PHYSICAL REQUIREMENTS:

- Must be able to lift, grasp, carry, push, and pull 50 pounds
- Performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead
- Regularly required to sit, stand, use hands/fingers/arms to perform repetitive movements
- Specific vision abilities required include close vision, distance vision, color vision, hand-eye coordination and ability to focus
- Must be able to constantly move safely inside and outside of building
- Ability to communicate and exchange accurate information/ideas and respond quickly to sounds
- Ability to climb stairs while carrying objects up to 30 pounds in weight
- Must be able to hold and grip objects
- Moderate noise level
- Ability to work with cleaning solutions / chemicals

PERSONALITY CHARACTERISTICS:

- **Conscientious:** carefully and thoroughly does their job, being very particular. Does not neglect any aspect of their job or do things carelessly. Takes pride in work.
- **Initiative:** self-motivated. Begins actions without having to be told to do so.
- **Organized:** arranges environment in a systematic manner to achieve objectives.
- **Stress Handler:** able to handle mental tensions, pressures, urgencies and important situations. Able to handle more than one important and urgent thing at a time.
- **Verbal/Nonverbal Communication:** expresses self in a positive manner and interchanges thoughts, information and feelings orally. Is considerate, courteous, respective, and well-mannered.

- **Agreeableness:** has a great deal of interest in other people, feels empathy and concern for other people, enjoys helping and contributing to the happiness of other people, assists others who are in need of help.

OTHER:

1. MUST have a current / valid driver's license and current / valid motor vehicle liability insurance. Harmony House does NOT provide insurance coverage for the employee's liability while using personal autos on agency business.
2. MUST pass criminal background checks which include fingerprinting.
3. MUST pass a 5 panel drug test which includes marijuana.

ACKNOWLEDGEMENT: I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as described. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the department or organization and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or HR.

Printed Name: _____

_____ _____

Employee Signature **Date**