



Position: Kitchen Assistant

Classification: Full-time Non-Exempt

Supervisor: Kitchen Supervisor

Location: Royal Pines

Summary:

Supports center operations by assisting the Cook in overseeing kitchen program

- Coordinate and participate in the production of breakfast, lunch, and evening meals.
- Order, pick up, and stock ingredients from suppliers required to prepare healthy and cost-effective weekly menus.
- Maintain budget ensuring that costs do not exceed the amount allocated for food services.
- Organize and maintain the kitchen inventory of received goods.
- Monitor the food's taste and nutrition.
- Ensure a safe and clean kitchen environment.
- Manage the proper functioning and maintenance of the cooler, freezer, and other kitchen equipment.
- Assist in training, scheduling and supervising the kitchen staff, which includes program participants.
- Keep detailed administrative records regarding meal plans, costs and special events.
- Perform other administrative duties as required or assigned.

Skills/Qualifications:

- High School Diploma or GED required
- Proficiency in food services and food services management
- Certification in Food Safe Serve