



# cornerstone family programs & morristown neighborhood house

Better Lives, Stronger Communities

Job Title: Kitchen Assistant – Neighborhood House  
Department: Kitchen  
Reports To: Supervisor of Food Services  
Classification: Part-Time (up to 29 hours per week), Non-Exempt  
Effective Date: February 2020

## **Summary**

This position is primarily responsible for assisting the Kitchen team with preparing, cooking and delivering meals for children; stocking and maintaining food and supply inventory; and maintaining sanitary standards in the kitchen.

## **Duties and Responsibilities**

- Prepares and cooks food in quantities according to menu and number of children to be served
- Washes dishes and equipment as needed
- Cleans kitchen and equipment
- Receives and stores food deliveries
- Other duties as assigned

## **Qualifications**

- Experience with cooking, cutting and using kitchen equipment
- Training in culinary arts or food service experience is a plus

## **Competencies**

- Safety and Security-Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; uses equipment and materials properly.
- Teamwork-Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Attendance/Punctuality-Is Consistently at work and is on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Adaptability-Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

## **Physical Demands and Work Environment**

- Frequently required to stand
- Frequently required to walk
- Continually required to utilize hand and finger dexterity
- Continually required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally required to taste or smell
- Frequently exposure to extreme heat or cold (non-weather)
- Frequently required to lift/push/carry items up to 50 pounds