



1560 North 3rd Street,
Laramie, WY 82072
307-745-5116

Job Title: Part time Kitchen Assistant

Job Type: Part-Time/Non-Benefitted

Hours: Monday: 1:00pm-6:00pm, Tuesday-Friday: 9:00am-1:00pm

Supervisor: Kitchen Manager/Chef

Main Duties/Responsibilities:

- Assist chef with food preparation by preparing salads, desserts, side dishes, baked goods and other items as directed
- Ability to cover for Chef at times for daily meal preparation and planning
- Assist kitchen staff with packaging meals for home delivery, meal service and cleaning
- Follow meals plans and procedures
- Serve food maintaining portion control per federal guidelines
- Ensure equipment is appropriately cleaned, sanitized and ready for use
- Maintain health, sanitary and safety regulations in the kitchen and dining area

Skills and Experience Necessary:

- Prior experience in food safety and sanitation, baking and cooking techniques, food preparation and nutrition
- Ability to carry out tasks quickly and competently
- Ability to be a team player
- Strong interest in food
- Energetic and outgoing individual with a desire to form relationships with older members of our community
- Medium activity level - lifting, bending, standing, ability to lift 50 pounds
- Ability to assist team in all areas of food service and sanitation
- Ability to maintain satisfactory attendance

Preferred Experience:

- Experience in similar role or industry
- Experience with non-profit organizations

Preferred Education:

- High school diploma/GED
- ServSafe Certification

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