

JOB TITLE

Kitchen Assistant



1550 North 3rd St., Atlantic, WV 26072
Telephone: (807) 745-5116
www.eppsoncenter.org
facebook.com/eppsoncenter

HOURS

Part-Time - 20 hours per week. No nights, weekends, or holidays.

EPPSON CENTER FOR SENIORS MISSION

All employees at the Eppson Center for Seniors must display dedication to our mission TO
PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING

QUALIFICATIONS

Preferred Education and Experience

- High School Diploma/GED
- Experience in similar role or industry
- ServSafe Certification

Skills and Other Experience

- Strong interest in food
- Prior experience in food safety and sanitation
- Ability to adapt and learn in a fast-paced environment.
- Ability to carry out tasks quickly and competently.
- Ability to be a team player and work independently.
- 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.
- A willingness to give back to the Community and a fondness for the older members of our community.

DUTIES AND RESPONSIBILITIES

- Assist Head Cook with food preparation by preparing salads, desserts, side dishes, baked goods, and other items as directed.
- Assist kitchen staff with packaging meals for home delivery, meal service and cleaning.
- 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.
- Assist kitchen help with dishes and cleaning.
- Assist with cleaning of dining room as directed by Kitchen Manager
- Assist with bussing of tables in dining area when necessary.
- Other duties as assigned by the Kitchen Manager
- Maintain satisfactory attendance as clients depend on our services.

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

RELATIONSHIPS

Supervised by the Kitchen Manager. Works closely and maintains communication with the Kitchen Manager, HDM Manager, and all other Kitchen Staff members. Communicate effectively, written and verbally, with all staff and patrons.

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