



Sample Job Description – Kitchen Aide

Job Title

Kitchen Aide

Reports To

Head Cook

Job Summary

Are you passionate about helping older adults in our community live healthier lives? Consider joining our team at [organization]! We provide nutritious meals and fun activities for older adults in [name of their city/community] on [weekdays/weekends or whatever]. [Organization] is currently hiring a Kitchen Aide. The Kitchen Aide is responsible for assisting Head Cook with food preparation, maintaining clean and sanitary areas of food service, working with volunteers, and serving meals to participants.

Duties and Responsibilities

- Responsible for duties required to open nutrition program, including beverage, dessert, and salad preparation
- Assist Head Cook in preparation and service of meals, including chopping vegetables, preparing desserts, assisting in proper portion control procedures, recording dates and tracking inventory of leftovers
- Wash and sanitize flatware, cooking utensils, pots, and pans
- Coordinate with volunteers in cleaning up kitchen and dining areas
- Assist in maintaining safe and sanitary kitchen and in all areas of food service
- Store supplies and ensure return of kitchen equipment to proper locations
- Receive and properly date and store food and supply deliveries
- Perform other tasks that may be required

Requirements

- Basic understanding of recipes, math, and safe food handling
- Experience in sanitation procedures
- Ability to speak English
- Familiarity with safe food handling, sanitation, and storage procedures
- Ability to report to work on time
- Ability to maintain a good attendance record on a regular basis
- Good personal hygiene

Preferred Qualifications

- Large quantity cooking experience
- Experience working with volunteers
- Ability to relate well with older adults
- Bilingual

Work Environment

While performing the duties of this job, the employee is regularly required to stand, bend, use manual dexterity and multi-task. The employee will often be required to do heavy lifting of up to 25 pounds. The employee will use hands and arms in handling, installing, positioning, and moving materials and manipulating things. The employee is occasionally required to reach with hands and arms and do quick, repetitive motions with fingers, hands and wrists. Near vision or appropriate glasses/contacts are required to see details at close range.

Salary Range

- This position pays [\$X-\$X], based on experience
- This position comes with [XX] benefits

Source: Santa Clara County, CA job descriptions

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