

Position Title: Kitchen Assistant



Reports to: Kitchen Manager

Hours & Salary: Evenings (3:30pm-7:30pm)/Weekends (6:00am-10:00am; 3:30-7:30pm) 15-25 hrs/week, \$15/hr, Schedule as Assigned

Mission - To reflect the love of Christ to all who come through our doors by building relationships and offering programs that foster dignity and respect.

Core Values -

Faith: We trust in a God that created all, loves all, and invites all to participate in the restoration of the world.

Advocacy: We represent those experiencing housing insecurity and poverty.

Community: We are a diverse group of people committed to loving each other and sharing life together.

Empowerment: We equip people and restore hope so that everyone can reach their goals.

Service: We treat all with dignity and respect, setting ourselves aside for the sake of others.

Summary of Responsibilities:

Dégagé Ministries is seeking a strong individual to serve as our Kitchen Assistant. The kitchen assistant reports to the kitchen manager, oversees the kitchen operations for his/her shift(s), including operating cash register, creating register reports, supporting meal service preparation and delivery, cooking basic meals, and assisting with kitchen cleaning/reset.

Qualifications:

- A strong commitment to Christ and to serving in an inner-city ministry setting.
- The ability to work with, encourage, motivate, and lead people from all areas of the social spectrum.
- The ability to delegate, organize and prioritize independently.
- Possess written and verbal communication skills.
- Possess the qualities of compassion and patience.
- Be detail orientated and possess computer skills.
- Ability to work flexible hours as needed.
- Possess ability to manage numerous projects simultaneously.
- Possess the ability and desire to be a team player working to fulfill the mission statement of Dégagé alongside other staff members.
- ServSafe certified or the ability to become certified in the first 6 months.
- The ability to enforce Health Department regulations.
- The ability to comfortably lift and move up to 25 pounds without accommodation.
- Ability to do basic cooking including eggs, pancakes, bacon, grilled cheese, burgers, etc.
- Ability to do basic food prep like dicing, chopping, pre-heating, portioning.
- Exceptional customer service skills.
- Possess excellent cash handling skills and the ability to reconcile the cash drawer.

Professionalism:

- Will show up to work on time and remember to faithfully clock in and out of scheduled shifts.

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- Arrives at work in Degage dress code attire, along with an overall upkept appearance.
- Will keep work area clean and organized.
- Demeanor and attitude are friendly and helpful. When talking with staff, patrons, volunteers, vendors, and donors, language and tone show hospitality.

Specific Responsibilities

- To show kindness to the patrons dining in the facility and those working in the kitchen.
 - Checking the menu board and verifying the meal is correct, and there are no substitutions.
 - Pull cash drawers, count cash drawer, print deposit slips, and updating sales spreadsheet.
 - Before start of meal service, supervisors are required to do a quick huddle with employees. This huddle is done to motivate workers as well as the supervisors themselves.
 - After service, supervise workers to make sure they are following proper closing procedures, ensuring all appliances are shut off, coolers are locked, and trash is emptied.
 - Work with the cook to determine the duties needed for each meal and delegate those tasks.
 - The ability to use restorative practices with patron workers and resolve problems when they arise with patron workers.
 - It is the responsibility to look over each worker time sheet before leaving and ensure their times are recorded, and accurate.
 - Fill in any kitchen position as needed throughout the shift.
 - Attend weekly menu planning meeting and ensure that staff are following that menu.
 - The kitchen assistant is responsible for rechecking all food shelves and ensuring they are stocked at the end of their shift and are displayed in an orderly fashion.
 - The kitchen assistant is responsible for ensuring the dish area is clean and all dishes are properly put away on their designated shelf, and that the dish machine is drained and shut off each night.
 - Fulfill other duties as deemed necessary throughout the ministries.
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- This is an “at will” position. No length of tenure of employment is implied or stated.
 - Dégagé conducts pre-employment screening including a criminal background check and verification of work history .