Part-Time Kitchen Assistant

Summary of Responsibilities: Dégagé Ministries is seeking a strong individual to serve as a Kitchen Assistant. The Kitchen Assistant reports to the Kitchen Manager and assists in kitchen operations for his/her shift.

Reports to: Kitchen Manager

Employment Classification: Part-Time

Schedule: Tuesday and Thursday from 8:00 a.m. to 2:00 p.m., with the opportunity to pick up additional shifts as available.

Compensation: $15.00 per hour

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

Vision Statement: For those we serve, we will be a community that overcomes obstacles, celebrates transformation, and realizes the full potential of all as children of God.

Statement of Faith: Employees affirm and accept the ministry of Dégagé to be a faith-based organization founded on the message and love of Jesus Christ and further affirm the mission statement of Dégagé as states above.

Core Values:

- Celebrate the Divine Spark
- Walk with
- Make Order out of Chaos
- Do what you say, say what you need
- Embrace Learning

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.
- Serve Safe 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.
- Arrives at work in Dégagé dress code attire, along with an overall upkept appearance.
- Maintain a clean and organized work area.
- Demeanor and attitude are friendly and helpful. Language and tone show hospitality when talking with other employees, clients, volunteers, vendors, and donors.

Specific Responsibilities

- Show kindness to all clients dining in the facility and those working in the kitchen.
- Pull cash drawers, count cash drawer, print deposit slips, and update sales spreadsheet.
- Ensure all procedures are being met and followed before, during, and after meal service.
- Work with the cook to determine the tasks needed for each meal.
- The ability to use restorative practices with clients working in the kitchen and help resolve problems when conflicts arise.
- Look over completion and accuracy of daily time sheets for kitchen team workers.
- Fill in any kitchen position as needed throughout the shift.
- Check all food shelves and ensure they are stocked at the end of their shift and are displayed in an orderly fashion.
- Ensure the dish area is clean, all dishes are properly put away on their designated shelf, and that the dish machine is drained and shut off each night.
- Other duties as deemed necessary throughout the kitchen and organization.
- Attend team huddles, staff meetings, and department meetings as necessary.

This is an “at will” position. No length of tenure of employment is implied or stated.

Dégagé conducts a pre-employment screening including a criminal background check and verification of work history.

Signature_____Date_____