

# DEEP PORTAGE LEARNING CENTER

**JOB TITLE:** Kitchen Staff - Evening Lead

**REPORTS TO:** Food Service Director

## **PURPOSE OF JOB**

The purpose of this position is to provide food service to Deep Portage schools and visiting groups and to assist the Food Service Director.

**JOB CLASSIFICATION:** Part-time, Hourly, non-exempt

## **ESSENTIAL FUNCTIONS**

- Prepare safe and good-tasting food for visiting groups in a timely manner
- Uphold all health code and food safety protocols at all times.
- Be the “person-in-charge” during the evening shift when the Food Service Director is not on site.

## **EXPERIENCE, SKILLS AND KNOWLEDGE REQUIREMENTS**

- Ability to work independently and in a team
- Customer service skills
- Experience in institutional/commercial/restaurant food service
- Excellent oral and interpersonal communications skills.
- Ability to carry out written and oral instructions. Good organization and prioritizing skills
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals and to apply this ability to food preparation.
- ServSafe Food Handler Certificate (Deep Portage will provide)

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- The employee is required to stand and walk 80% of their shift
- Use hands to handle and carry; reach overhead with hands, arms and shoulders in all directions; stoop, kneel and crouch.
- The employee is frequently required to push floor cleaning equipment, sweep and mop.
- The employee must regularly lift and /or move up to 25 pounds (case lots of food) and occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment varies from quiet to loud.
- The position works in the presence of children.
- The position requires a favorable background screening report.

- Employee is exposed to cleaning solutions, hot stoves and hot water, cold freezers, and sharp utensils on a regular basis.

### **PRINCIPLE ACTIVITIES/DUTIES**

- Prepare, cook, and serve meals
- Prep food items for the day or next day's meals.
- In charge of leading the team and executing the evening meals
- Maintain a clean work station and kitchen.
- Operates all kitchen appliances including electric and gas ranges, ovens, grills, stock pots, microwaves, dish washing machines and other food service equipment.
- Assists with receiving and proper storage of food and non-food deliveries, organizing the dry storage and cooler and freezer areas.
- Nightly cleaning, sweeping and mopping of the kitchen and dining areas.
- Maintain appropriate levels of food safety in all kitchen functions.
- Maintain positive, friendly attitudes with all guests and staff.
- Conducts themselves in accordance with all local and state health codes.
- Performs other duties as assigned by the Food Service Director.
- Assist other departments or staff as needed for guest special needs.

All employees are required to satisfactorily perform the essential functions of their positions. The essential functions listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.