



Position: Kitchen Staff Assistant
Supervisor: Kitchen Manager
Classification: I-Non-Exempt

+ Overview

The Kitchen Staff Assistant is responsible for assisting the Kitchen Manager in all aspects of the kitchen. Responsibilities include assisting with planning meals, preparing them, tracking meal counts, assisting with accounts receivable and billing, and delivering meals to Agency program sites that utilize the Central kitchen for meal services.

+ Essential Job Functions

- Delivering and assisting with service as needed
- Assist Kitchen Manager with compliance requirements for AAOA Nutrition Program, NSDIP, and Child and Adult Care Food Program
- Assist with records management and data as directed by the Kitchen Manager
- Develop and maintain positive relationships with customers
- Assist in implementing kitchen standards that meet Health Department requirements
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values

+ Education and Experience

- At least 3 years' experience in the food service industry
- Must have or be able to obtain a food handler license
- Excellent communication skills
- Driver's license and insured vehicle are required for all travel
- Ability to lift up to 50 lbs
- Computer skills (Microsoft Office, web-based applications, email)

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: October 31, 2024

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Generate efficiency with job duties	Kitchen Duties and Tasks are prioritized and carried out with efficiency	Safety and Timeliness Tool	Checklists are achieved with 90% accuracy monthly
Generate accurate meal counts	Meal counts are completed with accuracy	Kitchen Sheets and Information Board	Meal Counts are accurate 100% of the time
Generate increased internal customer loyalty	Meal Presentation and Customer Satisfaction	Quarterly Customer Survey	Average ranking of 3 or better on 50% of responses quarterly

Signature of Staff Member

Date

Signature of Human Resources Director

Date