



## **PART-TIME KITCHEN ASSISTANT**

Lively Café at St. John's Episcopal Church

### ***Position Description***

St. John's Episcopal Church is seeking a hardworking, reliable, motivated, and independent person to join the team as a Kitchen Assistant, a vital role in operation of the Lively Café. Since 1998, the Lively Café at St. John's has been operating out of the parish kitchen and has grown to a full commercial kitchen. Aside from the culinary director and one current kitchen assistant, the Café is staffed exclusively by volunteers. It is one of the most visible ministries of St. John's, serving lunch Tuesdays through Fridays, offering online ordering for lunchtime take-out plus family dinners.

#### **POSITION DUTIES:**

The kitchen assistant cleans and sanitizes kitchen equipment, assists in basic food preparation, and receives and stores products in the kitchen. This position provides the opportunity to learn about kitchen and restaurant operations and the opportunity to work with and learn from the culinary director. In addition, this position will assist with cafe social media, and learn how to update the website and point of sale software, approximately 1-2 hours per week. The person in this position would have continuous contact with kitchen staff, volunteers, and church administrative staff.

#### **JOB TYPE:**

Part-time (25 hours/week); Monday through Friday

Exact hours varying within this schedule, but totaling no more than 25 hours per week

#### **PREP COOK RESPONSIBILITIES:**

- Assist in the daily food preparing, service, delivery and clean up
- Assist in basic food preparation
- Assist in daily food service and delivery
- Clean kitchen equipment
- Load and unload dishwasher
- Scrub pots and pans
- Clean food preparation and storage areas
- Receive and store goods

#### **QUALIFICATIONS:**

- US work authorization (required)
- High school or GED equivalent (preferred)
- Food Handling Training as required by the State of Florida
- One year of kitchen experience (preferred, but training provided)
- Knowledge of safety precautions common in the food service trade, including hygiene and sanitary precautions
- Since we are affiliated with a church, must be able to pass an extensive background check

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to lift and carry heavy items properly
- Demonstrated interest in food preparation and kitchen operations
- Time management skills
- Ability to perform under pressure
- Basic food preparation skills
- Basic cleaning and maintenance skills
- Ability to complete all tasks, in order, on the prep list from the Food Director
- Knowledge of and ability to follow sanitary regulations and procedures
- Proficient in interpersonal communication, with a willingness to learn the necessary skills to assist with social media, point of sale software, and emailing marketing

**WORKING CONDITIONS:**

- Noise level in the work environment can be moderately loud
- Temperature in Kitchen will get warm
- Considerable time on feet each day

**PHYSICAL REQUIREMENTS:**

- Required to be able to reach with hands and arms, talking, hearing, using fingers and hands, and operate objects or tools
- Be on your feet a majority of your time each day
- Regular requirement to stand, balance, stoop, kneel, crouch, or crawl
- Frequently required to lift and or move up to 30 pounds
- Must recognize hot/cold/sharp objects and use appropriate protection to avoid injury

**COMPENSATION & BENEFITS:**

\$15/hour with a retirement package

**HOW TO APPLY:**

Submit resume/cover letter to Lindsay Hardy, Parish Administrator ([lindsay@saint-john.org](mailto:lindsay@saint-john.org)). The deadline to apply is June 30, 2022.