Community Kitchen
Sunday Assistant

Job Description | Last Updated June 2020

This is a part-time, non-exempt position, working 3.5 hours per week on Sunday mornings. Exact times on site may be adjusted in the future if approved in advance by the Kitchen Coordinator.

- Sundays 7:30am - 11am

Reporting to: Community Kitchen Coordinator

Compensation: $13/hour

The Community Kitchen Sunday Assistant is primarily responsible for assisting the Community Kitchen Manager in carrying out the daily operations of the Kitchen every Sunday.

Responsibilities

- Ensure that Sunday volunteers have support with kitchen duties, preparation of meals, and implementation of health code and sanitation practices.

Essential Duties

- Supervise, direct and work alongside volunteers as they carry out various tasks related to food distribution, dining room set up, and general clean-up duties
- Clean and organize all kitchen supplies and appliances, complying with all Health Department sanitization guidelines
- Monitor patron traffic flow in the dining room to assure the safety and well-being of volunteers and patrons.
- Ensure kitchen and common areas are locked and secure after Sunday service is complete

Competencies

- Strong interpersonal and communication skills
- Ability to think creatively and “outside the box” to solve problems
- Manage and empower volunteers
- Ability to balance assertiveness and kindness
Skills

- Ability to cook for large groups of people (150-300 people/meal)

Experience

- Experience in cooking for large groups of people is strongly preferred

Qualifications/Education/Knowledge

- Culinary Degree/Certification preferred
- Knowledge of client systems and greater Holland community, particularly the culture of poverty and an understanding of addiction/substance abuse
- Must pass a criminal background check

Physical Factors

- This position requires the ability to bend, lift and twist on a regular basis
- This position requires the ability to lift a minimum of 50-75 lbs. on a regular basis
- This position requires the ability to drive between CAH buildings and to various community locations

Note: This Job Description is a description of the typical duties of this position, and is not intended to be a comprehensive list of all duties. Job incumbents may be asked to perform other duties as required.

Application Instructions

We are looking to fill this position as soon as possible; candidates will be reviewed and interviewed on a rolling basis until the position is filled.

Please submit your 1 page cover letter and resume electronically through this link: https://airtable.com/shrG5wIJjj0WjQJfV

Contact tbolo@communityactionhouse.org with application questions.