

POSITION: Kitchen Assistant (Part-Time)

REPORTS TO: Kitchen Coordinator

JOB DESCRIPTION: The Kitchen Assistant serves as the primary support role to the Kitchen Coordinator. The Kitchen Assistant will assist with most kitchen duties and responsibilities. This role is scheduled as Monday-Friday from 9am-2pm for a total of 25 hours a week.

DUTIES AND RESPONSIBILITIES:

- Assist with the cleaning and sanitization of the kitchen and dining room, including but not limited to prep stations, cookware and utensils, dining tables, and food storage areas
- Restock and help maintain kitchen inventory
- Assist with meal preparation and serving of meals
- Coordinate grocery pick ups with the Kitchen Coordinator and community partner agencies
- Ensure all food is stored properly
- Attend training as needed to meet domestic violence, sexual assault, and human sex trafficking standards
- Available to work 25 hours per week **occasional night and weekend shifts may be asked**

QUALIFICATIONS:

- High School Diploma or GED required
- Must have a valid food handlers permit **can assist with this upon hire**
- Previous experience in a kitchen and knowledge of food safety procedures preferred
- Ability to maintain client confidentiality
- Willing and able to work both independently and as a team member
- Must have valid Oklahoma driver's license

Applications should include a cover letter highlighting interest and qualifications, a resume or CV, and a list of three recent professional references who can attest to candidate's knowledge, skills and abilities. References will only be contacted after a successful in-person interview. Send applications to kelly.l@thespringok.org to be considered for this position.