

Community Connection of Northeast Oregon, Inc.
Position Description
Kitchen Assistant
Salary Range 4 (\$15.12 - \$19.82 per hour)

Position Classification
Salary
Hourly -----X
Overtime Exempt
Overtime Non-Exempt ---X
Safety Sensitive

GENERAL STATEMENT OF DUTIES

The Kitchen Assistant assists the Cooks in basic food preparation, washes dishes, pots and pans, cleans equipment, and performs other duties as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Head Cook.

SUPERVISION EXERCISED

Generally, there are no supervisory responsibilities with this position.

TYPICAL EXAMPLES OF WORK (Any one position will not usually involve all the duties listed, and many positions will involve duties which are not listed.)

1. Assists cooks as requested. This will include such items as preparing vegetables, baking, making coffee, preparing salads, preparing meals for home-delivery, and setting tables.
2. Washes dishes, pots and pans, and other equipment.
3. Washes and mops floors, cleans walls, cupboards, shelves in kitchen, etc.
4. Organizes stock, open boxes, etc.
5. Issues supplies from stockroom, refrigerators, freezers, and other storage areas.
6. Assists in inventory and stock control.
7. May transport prepared food to meal sites.
8. Assist with catering including prep, set-up, delivery, serving, and clean-up.
9. Other duties as assigned.

REQUIRED EDUCATION & EXPERIENCE

- ~ Graduation from high school or GED required. Food Handler's Card or willingness to obtain one within 90 days of accepting position.
- ~ Ability to work pleasantly with the public and other staff members. Ability to follow written and oral instructions; ability to accept supervision on a daily basis. Must be able to organize and complete tasks in a timely manner.
- ~ An Oregon driver's license may be required if transporting food is part of the position.

Must pass a pre-employment drug test and criminal history background check.

Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 1-541-963-3186.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description applicable to the fiscal year effective as of the revision date below.

I have reviewed and understand the job duties and responsibilities assigned to me in this position.

Employee Signature: _____

Date: _____