

Culinary Assistant

Reports To: CEO and Executive Chef

Job Type: Part Time

SUMMARY:

Provide support to Chef and Kitchen Manager by assisting with food preparation, setup and cleanup of classes and events. Must have basic knowledge of kitchen equipment including proper knife handling. Responsible for maintaining a clean cooking and working area. Must maintain a neat, professional appearance and manner, have strong organizational skills and excellent attention to detail. Must be a team player and enjoy interacting with adults and students. An interest in health, wellness and healthy food is preferred.

DUTIES AND RESPONSIBILITIES:

- Assist with food preparation of prepackaged food items.
- Assist with equipment setup, food preparation and cleanup of classes and events.
- Properly use kitchen tools and equipment.
- Maintain cleanliness of work area and kitchen with the ability to hand wash or use a mechanical dishwasher.
- Monitor inventory and report items that need to be reordered. Receive incoming food orders and rotate stock as needed.
- Keep CEO and Chef updated in timely manner on status of assigned tasks, projects, or duties.
- Perform all other duties as assigned.

QUALIFICATIONS:

Education and/or Experience – High school diploma or GED certification. One-year work experience in food service industry preferred.

Language Skills - Ability to read, analyze and interpret recipes, cooking and kitchen related materials. Ability to interact effectively and present information in both written and oral form with management, clients, staff, vendors, etc.

Mathematical Skills – Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills – Familiarity with computers with preferred knowledge of Microsoft Office and Windows. Willingness to learn how to use occupation specific equipment.

Other Qualifications – Availability to work daytime, evening and weekend hours.

COMPETENCIES:

This individual must be able to interpret recipes and accurately measure ingredients, utilizing the necessary kitchen tools and equipment to complete job task. The ability to multi-task and work quickly and efficiently while producing accurate work is necessary. This individual must be a self-starter, working independently with minimal supervision. Good communication skills are needed with the ability to write and speak effectively, listen well and ask questions to ensure understanding. This individual can respond quickly to critical situations, approach others with tactful manner, and react well under pressure.

Adherence to dress code requirements and maintain a clean, professional appearance is expected. A willingness to learn use of occupation-specific equipment is required.

PHYSICAL DEMANDS:

While performing the duties of this job, the individual must be able to be on their feet for 90 percent of the time while performing their work. The individual must regularly lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the individual frequently works in a controlled climate. The noise level in the work environment is usually low to moderate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required.

TO APPLY:

An employment application can be found at <https://www.purposefuleats.com/job-listings/>. Completed applications can be sent to jeanne@purposefuleats.com.