

BrightStone Job Description

Title: Part-Time Kitchen Assistant

Reports To: Program Coordinator/Program Director FLSA: Hourly

Position Summary:

The part-time kitchen assistant provides support to the food service activities at BrightStone with specific responsibilities for preparing and serving food items to students for morning snack and lunchtime.

Hours: 9:00 AM – 3:00 PM, Monday/Wednesday/Friday

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed for the success of the program.

Job Responsibilities:

- Help set up morning snack and drink cart for students.
- Help chef prepare snacks & meals with the following tasks (including but not limited to):
 1. Chopping
 2. Using the food processor/mixer
 3. Cooking on the stovetop
 4. Assembling plates with special care for dietary restrictions.
 5. Ongoing clean up during food preparation
 6. Make beverages for lunch
 7. Wash fruits and vegetables
 8. Restock items and keep log of items getting low
 9. Occasionally help chef with shopping
 10. Dining room clean up after lunch.

Position Qualifications:

- Positive attitude and a desire to learn.
- Able to follow instructions and complete a list of tasks assigned.
- Ability to use kitchen utensils such as a sharp chef's knife.

- Ability to be trained to operate kitchen appliances such as a commercial oven, food processor and dishwasher.
- Able to lift 40 pounds.
- A desire to work with adults who have different abilities.

Knowledge, Skills and Abilities Required:

- Knowledge: H.S. diploma or certificate
- Skills: Can communicate either verbally, written, or with a communication device.
- Abilities: Able to stand for long periods of time.

Employee Review:

I have read the above job description and understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time to meet Brightstone's needs. I have been provided a copy of this description.

Employee Signature