



TITLE: KITCHEN ASSISTANT
DEPARTMENT: OPERATIONS
POSITION TYPE: Part Time, Hourly
WORKDAYS/HOURS: Monday – Friday, 8am – 1pm
LOCATION: 111 S. 2nd St Conroe, TX 77301
SUPERVISES: N/A
REPORTS TO: Chef

SUMMARY:

The Meals on Wheels Montgomery County (MOWMC) Kitchen Assistant is responsible for assisting Chef, Chef's Assistant, Dishwasher and Volunteers in the Meals on Wheels kitchen.

DUTIES AND RESPONSIBILITIES:

1. Plating & sealing meals on the sealing line.
2. Wash dishes, pots, pans, and kitchen utensils using a commercial dish sink and a commercial dishwashing machine and storing them in their proper place in the kitchen.
3. Maintaining cleanliness and sanitation in kitchen (includes sweeping, mopping, disinfecting surfaces, removing trash, etc.).
4. Assist in unloading weekly delivery trucks and restocking pantry, walk-in refrigerator, and freezer.
5. Cooking and prepping meals (chopping vegetables, sealing meal trays, packing congregate meal pans in cambros, etc.)
6. Must be able to lift objects weighing up to 75 pounds.
7. Complete required training courses and attend staff meetings to stay informed about policies, regulations, and current activities of the organization.
8. Complete all other duties as assigned.

EMPLOYMENT STANDARDS

- Requires high school diploma or G.E.D.
- Requires good communication skills and the ability to work cooperatively with other staff members, program participants and visitors.
- Requires physical work including but not limited to continuous standing, moving about, reaching, bending, or crouching. There may be frequent interruptions.
- Requires 1 year of experience working in a commercial kitchen.
- Requires a Food Handler Certification; class provided by MOWMC.
- Requires a valid Texas Driver's License; Pass Drug Testing; Pass Background check.

NOTE

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. All jobs are subject to change.