

# **Feeding Southwest Virginia**

## **Job Description**

**Position Title:** Kitchen Assistant P/T  
**FLSA Status:** Non-Exempt  
**Salary Grade:** 8  
**Department:** Community Solutions Center  
**Location:** Roanoke  
**Supervisor:** Community Solutions Center Director  
**Supervises:** Assists with volunteers/interns  
**Revised Date:** 1/1/2020

### **Position Purpose:**

The Kitchen Assistant will be responsible for providing structured support to the Meal Production Instructor and staff. Responsible for assisting with meal production and complying with the CACFP/SFSP menus. Reports directly to the CSC Director and is responsible for assisting in the Meal Production Kitchen. In collaboration with the Meal Production Instructor the Kitchen Assistant will be responsible for providing and overseeing tasks and duties given to CSC volunteers/interns.

### **Position Essential Functions and Responsibilities:**

*To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.*

### **Position Responsibility (Expected Work)**

1. As the Kitchen Assistant representing the organization, he/she will demonstrate a professional demeanor in interactions with all FSWVA staff, agencies, program representatives and government officials in providing support and ensuring compliance.
  - Keep informed and consistently practice the policies and procedures of Feeding Southwest Virginia, Feeding America national office regarding compliance.
  - Possess knowledge of Feeding Southwest Virginia and all programs.
  - The Kitchen Assistant reports directly to the CSC Director and supports the Meal Production Instructor and with the Children's Meal Production.
  - Maintain a clean, sanitary and safe work environment consistent with standards set forth through the AIB guidelines.
  - Assure all equipment is cleaned and maintained on a regular basis.
  - Ensure FIFO and proper food rotation and flow of food.
  - Ensure inventory is maintained accurately.
2. Responsible for daily meal production.
  - Helps to prepare daily meals for Children's Meal Production under the guidance of the Meal Production Instructor.
  - Assists with providing oversight of volunteer/interns.
  - Ensure that all packaging of meals is done accurately and in a timely manner.
  - Prepare and execute all meals according to exact specification to ensure correct quantity and quality of food and comply with state and federal meal reimbursement requirements.
  - Ensure ServSafe and all food safety practices are followed.
3. Responsible for compliance of all policies and procedures related to the Production Kitchen.
4. Assist Meal Production Instructor and Child Nutrition Coordinator with obtaining products from the Salem warehouse for the CSC.

5. Assure compliance with all State, Federal, FSWVA, USDA, and FANO, AIB and other regulations and audits.
6. Maintains and follows effective processes for office communications and administrative procedures.
  - Maintains open communication between self and all members of staff, volunteers and interns.
  - Professionally receive any complaints, suggestions, and requests keeping supervisor apprised consistently.
7. The Kitchen Associate is an integral member of the Feeding Southwest Virginia team. Close communication and coordination with other departments within Feeding America Southwest Virginia is essential.

### **Diversity:**

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

### **Other functions:**

- Promote inspiration and passion in motivating kitchen staff and volunteers
- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the CSC Director, Chief Operations Officer and the President and CEO.

### **Interface: Responsible in maintaining positive relationships**

- Maintain positive relationships with Partner Programs and other nonprofit organizations and their representatives.
- Maintain positive relationships with regulatory agencies, individual and corporate vendor contacts.
- Ensure positive relationships with volunteers for a positive volunteer experience.
- Maintain positive relationships with the general public.
- Maintain positive relationships with other departments within Feeding Southwest Virginia.

### ***Minimum Skills and Qualifications required to capably perform in the position Training, Education and Experience:***

#### **Education:**

- High School Graduate or equivalent.

#### **Experience:**

- Demonstration of and capacity to build classic culinary techniques with at least 2 years' experience in Meal Production

### ***Knowledge, Skills and Abilities:***

- Expert knowledge of production, sanitation and food cost controls.
- Must be able to compile reports without supervision.
- Ability to work by timetables and complete reports by appropriate dates.
- Must be able to understand instructions and effectively demonstrate quality results.
- Position requires a high-degree of professionalism and trustworthiness.
- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Excellent organizational skills and required attention to detail.
- Limited occasional evening and weekend work required for special events.
- Demonstrated success in inspiring, motivating and encouraging others.

### **Certifications:**

ServSafe Manager (preferred) or Complete ServSafe training within the first six weeks of employment and keep current. Instructor and Proctor certifications required.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

### **Language Skills:**

- Must have excellent written and verbal communication skills and demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all staff members

### **Mathematical Skills:**

- Ability to perform basic math functions.

### **Technical/Computer Skills:**

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position.

### **Other Skills and Abilities:**

- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.

### **Licenses and Certificates:**

- Valid Driver's License and own transportation to work required. Maintain safe driving record in driving company vehicle.

### **Team Commitment:**

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

### **Flexibility:**

- Be willing to work overtime and mandatory days set forth by the organization on short-notice.
- Be willing to work flexible coverage as needed.

### **Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in a kitchen setting within the Food Bank Community Solutions Center. This position involves computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Routine travel to functions and special events is normal. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to walk, stand, push, pull, lift bend, and carry objects up to 30 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Occasionally, conducts work in an external environment which requires driving. Conducts work in a fast paced and deadline driven environment.

### **Work Environment:**

*Feeding Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe*

*all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*  
I understand the requirements of the job.

Employee: \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Please print name)** **(Employee Signature)**

Supervisor: \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Please print name)** **(Supervisor Signature)**