

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: UrbanChef Associate Department: Urban Chef Kitchen

Reports To: TBA Salary Range: Range -\$8.38- 10.00 an hour for 15 hours a week

Position Summary: The job of cafeteria worker was established for the purposes of providing support to the food service activities at assigned locations. Specifically, responsibilities will align to preparing and serving food items to students and/or school personnel. In addition to maintaining food service facilities in a safe and sanitary condition.

Essential Job Functions:

Attends in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.

Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.

Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.

Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.

Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner. Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.

Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.

Performs functions of other nutritional service positions as requested by manager (e.g. cashiering, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Prepares food and beverage items according to standardized recipes and established food preparation procedures (e.g. regular food items, deli sandwiches, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.

Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.

Reports needed supplies and equipment malfunctions for the purpose of notifying cafeteria manager of needed items and repair and/or replacement

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Essential Job Requirements:

EDUCATION High School diploma or equivalent

EXPERIENCE No job related experience is required but preferred

REQUIRED SKILLS Satisfactory skills in adhering to safety practices; quality cooking; operating equipment such as telephones; and operating equipment found in a commercial kitchen.

PHYSICAL REQUIREMENTS Heavy Lifting required 5 lbs-25 lbs

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Manager's Name

Title

Manager's Signature

Date

Human Resources Approval/Comments:

Authorized Human Resources Signature

Date