



Crow Canyon Archaeological Center Job Description

Position Title:	Kitchen Assistant
Status:	Non-Exempt
Employment Category:	Full-Time Seasonal
Reports to:	Chef/Sous Chef
Revised:	2/2017 - dlf

Position Summary:

The Kitchen Assistant assists the Chef and Sous Chef in food preparation, following established kitchen procedures and methods, and performs a variety of other tasks related to food-service operations, including meal and salad bar assembly, serving food, and cleanup of food-service areas. The assistant serves meals to both children and adults and is expected to provide high-quality service in a cheerful and courteous manner.

Education and/or Experience:

High school diploma or general education degree (GED) and one to three years' experience and/or training in food service, or equivalent combination of education and experience. Individual must be at least 18 years old.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Arrives to work on time and attends work on a regular basis with minimal absences.
- Assist in food preparation, following established kitchen procedures and methods
- Prepare and set up the salad bar and ensure the freshness of salad items
- Set up and put away the items used in serving hot meals, including steam trays and serving-line items
- Serve food for cafeteria-style meals
- Put groceries and supplies away upon delivery, and maintain storage areas
- Accurately label and date food products, and store food properly to maintain freshness
- Wash dishes, utensils, and pots and pans by hand and using a mechanical dishwasher
- Clean the kitchen, serving areas, and dining room (includes sweeping and mopping floors, wiping shelves and tables, and general cleanup, as needed)
- Follow proper food-handling and sanitation techniques at all times; be aware of and follow safe and efficient workplace practices
- Assist with the preparation and serving of food for special functions, as needed
- Assist with other tasks, as assigned

Knowledge, Skills, and Abilities:

- Basic mathematical skills; ability to add and subtract two-digit numbers to determine appropriate weights and measurements for recipes
- Ability to communicate with children and adults

- Ability to assimilate and understand information consistent with the essential job functions
- Ability to apply common sense and to carry out written and oral instructions
- Ability to operate kitchen equipment, including knives, slicer, blender, food processor, and floor mixer
- Ability to maintain a clean and professional appearance and manner

Physical Demands:

The employee must be able to:

- Occasionally lift, pull, push, and/or move up to 50 pounds
- Walk over uneven surfaces and stand for long periods of time
- Work in various positions, including, but not limited to, stooping, kneeling, and squatting
- Work evenings and weekends
- Perform duties in the kitchen area with exposure to heat, cold, fumes, and steam

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certifications, Licenses, and/or Registrations:

- Background check upon hire
- Current physical exam and health history completed by a licensed medical health care professional
- Current First Aid and CPR certification

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

Signature of Employee

Date