

# Kitchen Staff Job Description

---

---

## Job summary

Assist kitchen staff in food preparation, and ensure quality controls are followed. Maintain cleanliness of food preparation and storage areas and all kitchen equipment.

## Responsibilities/Daily Tasks

- Prepare basic food following set recipes
- Set up kitchen for food preparation activities
- Wash, peel and/or cut various foods to prepare for cooking or serving
- Store food in designated containers and storage areas to prevent spoilage
- Clean and maintain kitchen equipment and utensils
- Clean counters and wash dishes when required
- Wash pots and pans as necessary
- Sweeps and mops walk-ins, and kitchen area
- Putting away orders and deliveries in storeroom and freezer on days needed
- Performs heavy cleaning, such as ovens and grill, when needed
- Remove trash and clean kitchen garbage containers
- Inform supervisors when supplies are getting low or equipment is not working properly
- Performs other duties as required

## Qualifications

- Minimum of 18 years of age
- The ability to lift and move heavy boxes
- The ability to carry out tasks quickly and competently
- The ability to follow instructions
- Effective interpersonal and oral communication skills
- The ability to use your initiative and work in a team
- Some experience significant to cooking and meal prep preferred

## Assets

- Food Handlers Certification
- First Aid Certification