



## Job Description

### **Kitchen Support Provider**

**Reports to:** SPSC Operations Manager

**Place of Business:** South Park Senior Citizens 8201 10<sup>th</sup> Ave S, #4, Seattle WA 98108

**Position Schedule #1:** Part-time, 18 hours weekly / 12pm-6pm, three days per week, set days to be determined

**Position Schedule #2:** Part-time, 12 hours weekly / 12pm-6pm, two days per week, set days to be determined

### Essential Job Duties and Requirements

**Food Prep:** washing, peeling, and cutting fruits and vegetables; mixing ingredients for dishes; assisting Chef with cooking.

**Meal Assembly:** assembling meals and packaging for delivery and/or service

**Stock Kitchen, Pantry, Cooler, Storeroom:** working with manager and Chef to receive, stack, and properly store food in kitchen, cooler, and storeroom; transfer food and supplies to the kitchen as needed

**Cleaning Duties:** responsible for ensuring all areas of kitchen, food prep, and food storage areas are clean and properly sanitized, including washing dishes and cooking equipment, cleaning floors, sanitizing countertops and cutting boards, and maintaining all areas to health code standards.

**Kitchen Breakdown:** at closing, putting food and dishes away; closing cleaning duties as assigned.

**Food Handler's Permit:** maintain a current Washington State permit; obtaining this permit will be paid for by South Park Senior Center

### Cultural Competence

Actively work with other staff and participants to undo institutional racism, and build cultural competence. Interact with everyone in a culturally sensitive manner

### **Required skills and experience**

- Willingness to be a flexible team player striving to provide a quality food product while fulfilling the SPSC Mission
- Dependability and reliability in arriving to work on time each day and consistently providing a strong delivery
- Physical stamina for the demanding work of the kitchen environment; may need to lift up to 50 pounds for short distances
- Ability to work with culturally diverse clients, staff, and the public
- CPR/First Aid/AED credential; obtaining this will be arranged by South Park Senior Center
- Commitment to maintaining client confidentiality
- Washington State driver license

### **Compensation**

Compensation for services shall be on an hourly basis as a non-exempt employee at \$17.00 per hour.

Payment is on the tenth of the month following the month of service by automatic electronic deposit.

Benefits associated with this role are included in the 2020 Employee Handbook.

**Continuation of this position is dependent on the duration of this funding contract**, strong delivery of role expectations, and positive evaluations by the Operations Manager.

This is an at-will position, and can be terminated at any time by employer or employee.

Note: All employees are subject to a semi-annual Criminal History Background Check and must complete a Criminal History Self-Disclosure Form.