



KITCHEN ASSISTANT JOB DESCRIPTION

Job Type: Part-time

Salary: From \$15.00 per hour

Schedule: Day shift (Monday to Friday; Weekends as needed)

Work Location: In person

Summary of Role: Accountable to the Kitchen manager/Cook and the Director of Food Services. Duties include:

- Preparation of food, serving of meals, and general kitchen and cleaning duties, as directed.
- Supporting the KM/Cook in the day-to-day operations of the kitchen in compliance with relevant Health & Safety and Food Hygiene requirements.

Must possess the ability to work flexibly and as part of a team. Punctuality, reliability, and capacity for hard work are essential. Previous food service and handling experience preferred.

Clean, comfortable, and presentable work clothes and skid resistant shoes must be worn at all times.

Roles and responsibilities:

- Assist with meal preparation and serving in accordance with standards
- Ensure that your work space maintains cleanliness during service
- Inspect the kitchen, surrounding areas, and equipment to ensure that kitchen cleanliness is maintained at a high level
- Regularly check that kitchen equipment (e.g. mixers, fryer, utensils, & work surfaces) is in accordance with specified procedures to ensure all equipment is hygienic, in safe working order, and complies with relevant regulations
- Assist with maintaining product inventory records
- Assist with maintaining product rotation (dry, refrigerated, and frozen)
- Assist with maintaining a safe working environment
- Attend menu meeting (if needed), as directed by the Director of Food Services
- Comply with Health & Safety Regulations, Fire Regulations, and Stewpot policies as indicated in the Stewpot Employee Policies and Procedures Manual
- Contribute to the day-to-day operations of the kitchen

Experience-- Be able to show evidence of:

- Previous experience of working in a busy kitchen
- Willingness to work as a team player
- Escalate any problems, as necessary, to the Director of Food Services
- Ability to work to meet tight deadlines



- Good planning and organizational skills
- Ability to manage individual workload
- Ability to prioritize work and deliver on time

Health and Safety:

Understand and be able to apply Health and Safety procedures relevant to the job such as:

- Manual handling
- Safe use of machinery and/or equipment
- Servsafe certificate preferred but not required (must be willing to apply)
- First Aid and Hygiene Practice