

**Job Title: Nutrition Services Assistant**

**Type of Staff:** Part Time (non-exempt)

**Staff Supervisor:** Nutrition Services Department Manager

**Job Overview:**

Assist in the nutrition services operation with meal planning, preparation, inventory management, meal service, volunteer management and clean up. Maintaining a clean and orderly food service area while providing an organized, well managed, stable, safe and spiritually wholesome environment.

**Job Qualifications:**

This person must be one of strong Christian character and faith who lives a life which is above reproach and they must conform to KCRM "Qualifications for Employment" and support the KCRM "Statement of Belief".

This person must be willing to learn and able to demonstrate the knowledge and skills necessary to prepare meals and oversee the nutrition service operations as well as supervise those assigned to assist.

A minimum of High School Diploma/GED is required.

Previous cooking, food service or nutritional focused employment is preferred.

If this person is recovering from an addiction or addictive behavior\*, sobriety and abstinence for a minimum of two years is necessary.

(\*Addictions or addictive behaviors include but are not limited to: alcohol, drugs, gambling, pornography, inappropriate habits or choices and essentially any dependency inconsistent with Biblical standards.)

**Duties and Responsibilities:**

- A. Oversee meal preparation, serving and clean up. Greet, assign and supervise C-COR participants, clients and volunteers assigned to food service.
- B. The Nutrition Services Assistant performs and/or assigns the following:
  - 1. Keep all food preparation and service items cleaned, repaired, in order and stored properly
  - 2. Equipment such as slicer, food processor, etc. and all counters must be clean and ready for next meal preparation before leaving kitchen
  - 3. Maintain proper level of chemicals in dishwasher dispenser and Eco-San (sanitizer)
  - 4. Keep walk-in freezer, cooler and three-door reach in refrigerator clean and organized
  - 5. Help keep the ovens, stoves, floor mats and floors clean
  - 6. Assist in keeping the loading dock clean and organized
  - 7. Assist in overall organization and cleanliness of the mezzanine
  - 8. Discard spoiled and questionable foods

9. Assist with food donations and ensure adequate documentation and storage

10. Assist with meal planning and food preparation

11. Obtain food handlers permit and help organization stay in compliance with food safety rules