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| JOB TITLE | Kitchen Assistant |
| DEPARTMENT | Program |
| SITE | Omaha  |
| STATUS | Part-time, hourly  |
| REPORTS TO | Kitchen Facilitator |
| HOURS  | Monday-Friday 3:00-7:30 pm (hours may vary – 20-25 hours/week) |

**PURPOSE OF THE POSITION**

The Kitchen Assistant will assist in preparing, planning, and serving daily meals. The Kitchen Assistant is responsible for cleaning and sanitizing the kitchen and Kid’s Café to meet all standards set forth by the Douglas County Health Department and according to CDC standards.

**QUALIFICATIONS**

* Strong verbal and written communication skills
* Comfortable working in a fast-paced environment
* Ability to lift, unload and move food and supplies
* Ability to coach high school interns and volunteers

**PRIMARY RESPONSIBILITIES**

* Assist Kitchen Coordinator with planning, preparing and serving meals
* Log and submit daily meal counts, production reports, and chemical test strip readings
* Clean and sanitize countertops, tables, utensils, dishes and other frequently touched surfaces
* Help clean and maintain food service equipment (ex: stove, grill and oven)
* Help maintain a clean and orderly kitchen and Kids Café
* Sweep and mop kitchen and Kids Café dining area after each meal
* Record weekly inventory of supplies
* Assist Kitchen Coordinator with food and kitchen supply deliveries (lifting up to 75 lbs)
* Comply with all applicable Hope Center for Kids policies and procedures
* Observe safety procedures and report potentially unsafe conditions
* Help with special food events
* Other Duties as assigned

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com.

Applications available at www.hopecenterforkids.com/careers or at all Hope Center locations.