



## Kitchen Assistant Job Description

<b>Position:</b>	Kitchen Assistant
<b>Hours:</b>	10 hrs. / week from 11:30 AM to 2 PM Mon. – Thurs. (flexible)
<b>Salary:</b>	\$11.25-13.00 per hour
<b>Supervised by:</b>	Food Services Coordinator / Site Supervisor
<b>Location:</b>	Eugene, OR

**Overview:** The Relief Nursery kitchen prepares nutritious snacks and meals for classrooms, family events, meetings, and special events. The kitchen assistant will assist the food services coordinator with meal preparation, kitchen upkeep and clean up.

### **Minimum Requirements:**

1. 6 months relevant work or volunteer experience.
2. Evidence of emotional maturity, stability, dependability and flexibility.
3. Physical ability to lift and carry at least 40 pounds.
4. Valid Food Handlers card.
5. Ability to read, write, and do simple mathematical calculations.
6. Ability to pass a criminal background check.

### **Preferred Qualifications:**

1. Bilingual in English and Spanish.
2. 6 Months experience as a volunteer or employee in an early learning, family services or school setting.
3. Knowledge of proper food preparation, storage techniques and sanitary procedures.
4. High School Diploma or GED.
5. Knowledge of USDA guidelines.

### **Duties:**

1. Wash dishes, pots and pans, do laundry, and maintain cleanliness throughout the kitchen in accordance with approved sanitation guidelines.
2. Assist food services coordinator with food preparation, such as cleaning and chopping fruits and vegetables.
3. Support the food services coordinator in the assembly of meals.
4. Assemble food carts for classrooms and event events.
5. Other duties as assigned.

Pre-employment drug screen and criminal background check.

Please provide resume, including three professional references to [jessiehe@reliefnursery.org](mailto:jessiehe@reliefnursery.org)

Position open until filled.

Relief Nursery is an Equal Opportunity Employer.