



Position Title:	Part-Time Kitchen Staff	
Reports To:	Executive Chef / Sous Chef/ Chef Instructors	
Department:	Culinary Arts Institute	Job Code: 8222
Prepared By/Date:	Martha Arrieta/03/10/2011	Job Group: Class-R
Approved By/Date:	John Richards/10-11-2011	Salary Grade: A7
Revised:	Donna French/10-11-2011	FLSA Status: Non-Exempt

Summary:

This position is responsible for all daily food preparation in the MCI student labs, waste management, and cleanliness of kitchen lab facilities, pots, pans and dishes for the student run Café operation for the College's world class culinary arts facility. Responsible for providing support to the Chef instructors.

Essential Duties and Responsibilities:

- Sets up all food prep stations, properly arranges all necessary cooking items and prepares the food to be cooked and plated by the Chef instructors within the necessary time frame
- Ensures that all work and kitchen areas are maintained in a clean fashion at all times
- Ensures that all plate ware is cleaned properly and stored carefully to prevent breakage
- Monitors food waste and maintains an accurate inventory of food items
- Adheres to all safety and sanitation regulations in all outlets
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrate diplomacy and have the ability to establish a positive relationship with all internal/external users, students, staff and management
- Knowledge of proper and safe food handling
- Ability to work in a demanding and fast paced environment
- Ability to develop friendships with vendors to ensure eco-friendly practices
- Ability to function well in an advanced food-energy-business technological environment
- Ability to work in a multi-cultural/multi ethnic student oriented environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties in this job, the noise level in the work environment is usually moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to lift/carry, push/pull up to 60 lbs. Must be able to work a flexible schedule

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Minimum of three (3) years of experience in a kitchen role within the culinary field

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date