



## **El Pajaro CDC Kitchen Operation Assistant & Maintenance Job Description**

### **Job Summary**

The Kitchen Assistant supports the Kitchen Incubator Manager in fulfilling the Kitchen Program goals and objectives.

The Kitchen Assistant will adhere to the organization's mission to assist under-served food-based entrepreneurs. The Kitchen Assistant performs housekeeping, janitorial and maintenance duties by following the highest standards established by health codes in food production. The Kitchen Assistant keeps accurate records of duties and cleaning schedules. The Kitchen Assistant helps to maintain an optimal work environment for businesses that participate in EPCDC programs. The Kitchen Assistant ensures the facility is clean and in working order. This position reports to the Kitchen Manager.

All members of the EPCDC team take responsibility for meeting funder commitments and ensuring equal opportunities for all program participants, including prohibition from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal for retaliation for prior civil rights activities.

### **Job Duties and Responsibilities:**

Conduct janitorial and maintenance activities, complying with established protocols.

Become familiar with kitchen schedule as well as clients' daily activities.

Understand and comply with federal, state, county and municipal regulations that pertain to food safety, health, safety and labor requirements of the facility, employees and clients.

Keep cleaning supplies stocked and stored throughout the building and manage inventory to ensure supplies do not run out.

Follow manager's instructions to ensure that all equipment and the facility are kept clean and in excellent working condition through inspections.

Follow the facilities/equipment preventative maintenance programs to ensure the safety and cleanliness of all food preparation work areas, tools, and facilities.

Communicate with management regarding any violations observed by clients.

Communicate with manager if equipment is not working according to safe codes.

Ensures clients feel welcome and are given responsive, friendly and courteous service.



Maintain accurate records of all activities performed and provide copies when needed by health investigators inspections and work with the Manager to meet all inspection requirements.

Follow cleaning schedules for the different areas of the kitchen and other parts on the building- Perform deep cleaning of cooking equipment as needed.

Assist with properly labeling of sections and belongings of different clients/working areas.

### **Skills & Abilities:**

- Must have experience and demonstrate skills in working directly with people and in communicating in a culturally competent manner with an understanding of customer service basics.
- Basic knowledge in food service and have a current food-handlers card and/or willingness to get one.
- Must be self-motivated to keep productive and busy.
- Working knowledge of Email, Word, Excel and other basic computer skills preferred.
- Ability to accept constructive feedback.
- Must be a quick learner and willing to follow directions and adhere to all rules, policies and procedures established by EPCDC.
- Bilingual English/Spanish preferred.

### **Requirements:**

- High school diploma or equivalent.
- Able to reach, bend, stoop and frequently lift up to 50 pounds.
- Ability to move, lift (50 lbs.) carry or push heavy objects.
- Able to stand for long periods and be able to work efficiently in tight spaces.
- Ability to work flexible schedule, including evenings and weekends as needed.
- Must be reliable and punctual.
- Maintain a clean and neat appearance and follow required kitchen dress code.
- Maintain availability to assist other employees on other duties involving, Reports, Co-packing area, Access to Markets, Retail Store and Main Office.

Salary Range Pay rate is \$18-\$20 per hour depending on experience. To Apply; please email your resume to [jobs@elpajarcdc.org](mailto:jobs@elpajarcdc.org) or fax to 831-722-3128.

