



JOB DESCRIPTION

TITLE: COMMISSARY KITCHEN ASSISTANT COOK/FSW
HOURS: 35 HOURS PER WEEK – NON-EXEMPT POSITION
MONDAY – FRIDAY 5:00 AM – 12:00 PM
SUPERVISOR: PRODUCTION LEAD/ ASSISTANT MANAGER/ DIRECTOR OF
FOOD OPERATIONS
SALARY: \$15.00 PER HOUR

SUMMARY STATEMENT OF POSITION:

The Commissary Kitchen Assistant is responsible for performing various kitchen and production tasks, including: working the production line, packaging meals, maintaining cleanliness of commissary kitchen, warehouse, and storage areas. Performs other tasks as assigned.

REGULAR TASKS:

1. Adheres to production instructions provided by Production Leads
2. Assists cooks with assembly for service line
3. Assists with the organization of food products in refrigerators and freezers
4. Responsible for the sanitary maintenance of entire commissary
5. Assists with various production and cleaning tasks as assigned
6. Attend Orientation and in-service training programs, as required.
7. Performs job responsibilities in a safe and healthy manner, promptly reporting any safety or health issues to supervisor.

EXPERIENCE AND SKILLS REQUIRED:

- A self-starter with abilities to work independently and perform repetitive tasks.
- Capable of standing, lifting 50 lbs., bending and walking most of the day.
- Ability to work cooperatively with all people.
- Ability to work in warm and cold kitchen and storage environments
- Must be capable of following written and oral directions.