

# **JOB DESCRIPTION**

## **WEEKEND - ASSISTANT KITCHEN MANAGER - PT**

### **RESPONSIBILITIES:**

Under the direction (but no direct supervision) of the Kitchen Manager the Assistant Kitchen Manager is responsible for preparing and serving 3 meals daily, maintaining the kitchen cleanliness and equipment, receiving and stocking meal shipments. St. Vincent Home for Children is open 24/7, 365, and the residents and staff need to be fed daily, including all major holidays.

We are looking for a MATURE Chef available to manage meal preparation and service for 25-40 people, solo on weekends, including some weekdays if needed.

### **QUALIFICATIONS:**

- Available to work every Saturday and Sunday, independently, and fill in during the week as needed
- ServSafe certified
- Possess a high school diploma or a GED equivalent.
- Meet all license and health requirements for kitchen operation and meal preparation
- Knowledge of serving a diverse menu consisting primarily of fresh, canned or frozen goods
- Knowledge of use and care of kitchen equipment and utensils
- Knowledge of cleaning and sanitation methods used in a food service environment
- Available to work weekends and special engagements, as needed

### **TASKS:** Carries out the Mission of St. Vincent Home by:

- Take the place of the Kitchen Manager with meal preparation and service on weekends
- Preparing meals according to planned menus, using approved recipes and safe food handling procedures
- Preparing and serving 3 meals daily to residents and staff
- Clean and maintaining a safe and sanitary kitchen
- Be sensitive and responsive to the needs of children who have documented substance allergies or meal restrictions
- Properly label and prepare food for storage
- Maintain and care for kitchen equipment.
- Communicate and interact positively with residents and staff.
- Perform other duties as assigned.

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**COMMITTEE MEMBERSHIP:** As assigned by Kitchen Manager

**LEADER:** Reports directly to Kitchen Manager

I have reviewed and understand the responsibilities of this position.

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Signature of Assistant Kitchen Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Kitchen Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Clinical Officer

\_\_\_\_\_  
Date

(Revised 09/2018)