**Job Description**

**Job Title:** Utility Worker - Kitchen Assistant **Department:** Food Services

**Reports to:** Head Chef **Effective Date:** *7/1/2023*

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| **Guiding Principle:** | The St. Francis House Philosophy of Care commits us to providing trauma-informed, recovery-oriented and person-centered care. It guides everything we do at St. Francis House (SFH) – how we work with Guests and how we work together as an entire agency and community. Each staff person is expected to learn, understand, and apply these principles in their everyday work. |
| **Job Summary:** | The Utility Worker - Kitchen Assistant serves as the primary point of contact for purposes for maintaining a clean and safe kitchen and dining room. This includes performing sanitation duties on a regular basis. The Utility Worker - Kitchen Assistant may be called upon to manage the dining room, assist in the preparation and serving of meals and receiving department orders. |
| **Supervisory Responsibilities:** | Informal support and oversight:* Community Service Workers
* Dining Room Volunteers
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| **Essential Duties/Responsibilities:** | * Performs assigned sanitation duties including pot washing, cleaning equipment, sweeping and mopping floors after each meal period, cleaning kitchen equipment, storage areas, washing walls, shelving and countertops.
* Operates dishwashing machine during any meal period as needed.
* Maintaining and cleaning of walk-in freezer and dry storage areas.
* Reports cleaning supply needs to supervisor,
* Maintains compliance with health and safety codes, performs tasks according to the policies and procedures of Saint Francis House.
* Retrieves and prepares meal ingredients for the Cook, which includes washing, peeling, cutting and slicing ingredients.
* Follows HAACP principles in meal service including dining room and kitchen operations as required to serve our guests in a food safe and healthy environment.
* Directs/assists volunteers with dining room sanitation (busing tables, wiping tables, etc.) as well as help as needed for pantry services.
* Responsible for the preparation and service of beverages.
* Performs receiving functions for the food service department.
* Must be available to work on weekends and holidays as assigned.
* Adheres to agency code of conduct.
* Performs other duties as assigned.
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| **Required Skills/Abilities:** | * Keep current and proficient with necessary skills and knowledge.
* Best practices around maintaining a safe and clean kitchen and dining room area.
* Ability to safely use kitchen equipment and appliances.
* Knowledge of food safety standards and procedures.
* Be detail oriented, able to multi-task, and willing to work in a team-oriented environment.
* Proficiency in English.
* Excellent interpersonal and customer service skills
* Excellent organizational skills with attention to detail.
* Proficient with Microsoft Office Suite or related software.
* Ability to function well in a fast-pace and stressful environment.
* Basic understanding of and commitment to taking a person-centered, recovery-oriented, and trauma-informed approach.
* Strong analytical and problem-solving skills.
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| **Education and Experience:** | * High School degree or equivalent, required.
* Further education in culinary arts a plus.
* Six months of kitchen and dining room related experience.
* Equivalent combination of education and experience may substitute.
* Completion of a culinary training program is desirable but not required.
* Ability to obtain and maintain ServSafe Certification if requested or required.
* Experience working within homeless services a plus.
* Lived experience with homelessness and/or recovery a plus.
* Human Service shelter or program experiences a plus.
* Bi-lingual in Spanish a plus.
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| **Physical Requirements:****Work hours, Equipment used** | * Prolonged periods of sitting at a desk and working on a computer.
* Ability to work in a kitchen, which may be subject to extreme temperature changes.
* Constantly operate computer and other office machinery, such as a calculator, copy machine, computer printer.
* Occasional ability to bend, stoop, reach overhead to lift, move supplies.
* Ability to lift 25-50 pound packages and transport them from one area to another as needed.
* Constantly standing and moving throughout multi-level building.
* Workweek: Monday to Sunday- any 8 hours between 5:00 am – 2:00 pm.
* Occasional evenings may be needed, as planned and scheduled in advance.
* Holiday schedule hours required.
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| **Essential Personnel:****(Employee who is designated to work during a business closure or limited closure in order to meet operational requirements.)** | * Yes.
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| **Accommodation and EEO:** | SFH is an Equal Employment Opportunity Employer is committed to a diverse and inclusive workforce where all staff can reach their fullest potential. We welcome – everyone who have lived experience of homelessness and/or recovery, and those who have faced historic barriers to competitive employment, in particular Black, Indigenous, and People of Color (BIPOC), and those who are multi-lingual or multi-cultural and members of the LGBTQ+ community. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties. |

This job description is subject to change and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

***Completed by Human Resources only:***

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| FLSA Status: [ ] Exempt [x] Non-exempt[x] Full-Time [ ] Part-Time; \_\_\_\_\_\_\_\_\_ Hours per week ***Salary Range: Low*** $39,520 per year ***Medium*** Click here to enter text.  ***High*** $43,472 per year***Job Tier: \_*** 1­**\_\_** |