

East Valley Adult Resources, Inc.
Job Description: Assistant Kitchen Manager

Overview: The Assistant Kitchen will prepare and cook meals in alignment with production sheets, within the scope of the EVAR's vision, mission and goals and under the supervision of the Kitchen Manager. Ensure compliance with senior nutrition program requirements to produce Center-Based Congregate Meals, Meals on Wheels, and contracted meals for neighboring senior services. Assist in team leadership of high volume kitchen and food service operations. Maintain high standards in sanitation, meal safety, quality and presentation.

Major Duties:

- Assist the Kitchen Manager in leading high volume daily productions of food items for multiple service times in alignment with the menu cycle and ordered meal counts. Assemble ingredients, prepare and cook food items. Ensure correct quantities to minimize waste. Ensure that food comes out simultaneously for each service, in high quality and in a timely fashion.
- Prep food items in advance following posted menu, maintaining freshness and maximizing efficiency.
- Plan and prepare items for food bars (e.g. salad or potato bar) following posted menu. Prepare and plate chef's specials.
- Assist the Kitchen Manager in coordinating daily portion control and appropriate meal serving / packaging for group on-site, individual home delivery, and bulk catering service.
- Utilize required food handling practices for the safe preparation, packaging, and storage of all menu items. Ensure food temperatures are checked and correct before food items are transported or served.
- Ensure high standards in sanitation and meal safety. Maintain a strict "clean as you go" practice ensuring a safe, professional work environment. Clean equipment in keeping with the team's maintenance schedule.
- Assist with ordering and receiving food and supply deliveries, checking all orders for accuracy. Assist in checking and organizing inventory and storage areas.
- Assist coworkers with break-down of line, storing leftovers, and washing pans and dishes at end of service.
- Maintain an organizational climate that attracts, motivates, supports and retains high quality staff and volunteers who are committed to serving older adults. Foster appropriate and courteous communication and positive relationships with supervisor, other program managers and staff, volunteers, community partners, vendors, and clients. Assume management and oversight responsibilities of supervising all kitchen functions and directing the work of others in the absence of the Kitchen Manager.
- Ensure that agency policies, standards and decisions are implemented and maintained.
- Serve as a member of the food service team, participating in the development of menu cycles and plans.
- Other duties as needed and appropriately assigned.

Qualifications:

- High school graduate. Training in culinary or related services is strongly preferred. Minimum of two years cook / food service operations experience.
- Knowledge of and ability to safely operate all kitchen equipment.
- Effective organization and time management skills. Ability to follow instructions and flexibility to perform a variety of tasks. Dependability is essential.
- Effective interpersonal skills and ability to encourage teamwork. Multi-cultural sensitivity and ability to work effectively with diverse community members. Sensitivity to the needs of older adults.

Requirements:

- Ability to lift and carry objects weighing up to 40 pounds unassisted. Ability to stand for long periods of time. Ability to tolerate exposure to temperature and humidity changes, including entering refrigerated storage areas, working at ovens / ranges, dishwashing equipment, and steam tables.
- Possess valid AZ driver's license and reliable transportation, including a safe driving record and compliance with EVAR's liability insurance provider's driver standards.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to EVAR's background check policies.
- Have or ability to obtain a Food Service Manager's Certification.

Responsible to: Kitchen Manager

Status/Hours: Full-Time, non- exempt position; regular weekday hours.

Primary Works Site: Mesa Active Adult Center

Equal Opportunity Employer