

South Jordan City

Job Description

Title: Kitchen Assistant
Org: 100250
Pay Grade: GH12

Effective Date: 5/7/2025
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Responsible for the preparation and planning for meals provided at the Community Center. This includes but is not limited to assigning daily work activities for volunteers, monitoring food deliveries, dining room set up, and food services for congregate meals.

SUPERVISOR

Community Center Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Work independently to assure proper food sanitation procedures are adhered to. Monitor temperature of food until serving time. Ascertain that the correct numbers of meals are ordered, delivered and reported appropriately

Maintain reports as required by Salt Lake County Aging Services. Attend Salt Lake County Nutrition Services Meetings. Ensure that surveys are distributed and collected on County designated dates. Provide supervisor with all reports and communicate work activities on a regular basis.

Monitor and oversee daily set-up and clean-up of dining room and kitchen area. Regular clean-up is scheduled for all kitchen and storage areas. Assure pantry area is clean and appliances are unplugged before leaving.

Train and give direction to kitchen volunteers.

Respond to patrons in a courteous manner.

Follow instructions given by supervisor or designee.

Responsible for breakfast and lunch preparation, service, and cleanup.

Responsible for the setup and take down of breakfast and lunch tables, chairs, and beverage station as needed.

Inventory supplies monthly and prepare month-end orders.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of experience performing above related duties;

2. Special Qualifications

Valid Food Handlers Permit, or be able to obtain one upon employment

Valid Food Protection Manager Certification within 6 months of hire

Valid First Aid and CPR Certification within 6 months of hire

3. Knowledge, Skills and Abilities:

Knowledge of kitchen equipment and food handling experience.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Ability to lift up to 40 pounds. Talking, hearing and seeing essential to the performance of the job.

Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Kitchen Assistant	EEO-4 Class:	Serv/Maint
Location:	Senior Programs	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	