## ST MARTIN'S EPISCOPAL CHURCH

**POSITION:** Kitchen Assistant
**STATUS:** Full time non-exempt
**REPORTING TO:** Cafe & Catering Manager

### SUMMARY/OBJECTIVE

The Kitchen Assistant supports the Church by performing as a team member to implement meal service. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

### ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Maintain inventory of products.
3. Assist all areas of the kitchen in preparation of meal service.
4. Assist in the preparation of meal service for church functions.
5. Set up cashier area in preparation of meal service.
6. Provide beverage service for funeral receptions.
7. Serve customers during lunch and/or breakfast as needed and function as cashier.
8. Maintain overall appearance of café before, during and after meal service.
9. Clean and maintain work areas and equipment.
10. Perform additional duties as assigned.

### COMPETENCIES

Competencies required of this role:

- Effective verbal communication
- Optimizes work processes
- Safety focus
- Instills trust

### INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Effective communication with customers and team members to understand and respond to requests, priorities and deadlines
- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
- Commitment to follow sanitation and safety policies at all times
- Demonstrates integrity by willingness to report any sanitation or janitorial issues to management

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisor responsibilities.

**WORK ENVIRONMENT**

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat, steam, fire and noise.

**MENTAL & PHYSICAL DEMANDS**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 15 lbs.

The employee is required to perform under circumstances of emotional stress, such as yet not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

**WORK HOURS AND TRAVEL**

This is a part-time position. Days and hours of work will generally be determined by the Director of Food Services with occasional overtime on evenings or weekends, if requested by leadership. No travel is expected for this position.

**EDUCATION AND EXPERIENCE**

Required experience includes graduation from high school or GED equivalent. Additional eligibility qualifications include 2 years related experience, or any equivalent combination of education and experience.

**EEO/AAP**

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES**

This job description has been approved by all levels of management:

Manager_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____