

**The Jewish Community Center of Greater Columbus, OH 43209**

**MASHGIAH POSITION DESCRIPTION**

**Position Title:** Mashgiah

**Dept No:** 143000

**Department:** Food Services

**Personnel Code:** Support Staff

**Status:** Non-Exempt

**Supervisor:** Director of Food Services

**Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

**Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

**Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** It is the Mashgiah's responsibility to maintain Kashruth standards in the JCC main kitchen, ECS Kitchen, Snack Bar and ECS Preschools; educate staff and serve as a liaison between the JCC and the Vaad Ho-ir.

**Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** High School Diploma; Vaad trained
2. **Experience - Minimum Required or Preferred:** 2+ years Mashgiah experience; 2+ years experience in a professional kitchen
3. **Special skills:** Passion for Jewish customs, culture and food; thorough understanding of, appreciation of and respect for Kashrut; ability to work flexible schedule including days, evenings and weekends; ability to influence other; strong managerial skills.

**Duties and Responsibilities:**

- Regular Duties:
  - Maintain Kashruth standards in the JCC Main Kitchen, ECS Kitchen, Snack Bar, and J Cafe.
  - Check all orders to insure Kashruth and place in proper place in storage room.
  - Turn on all heating devices including ovens, stove, fryers and hot boxes both in main and preschool kitchen.
  - Supervise all food preparation; Mashgiach must be present for any meat food prep or when dairy & pareve prepared at the same time.
  - Observe cooking of lunch and make sure that all ingredients used meet Vaad standards. This includes checking for appropriate kosher symbols.
  - Clean and inspect fruits and vegetables for insects commonly found on those fruits and vegetables (broccoli, romaine lettuce, etc.).

- Seal all meat and other food items such as cheese that no longer have (sealed) identifying marks so that they will be ready for future use. Mashgiach responsible for unsealing it before prep begins.
- Help package and seal (and initial [in Hebrew]) all items that are delivered to other sites and help package for delivery. Make sure that the status of food delivered is clearly marked (meat/pareve/dairy/[fish]). Meat or fish sent off site must be double sealed with Mashgiach's sticker; other food must be single sealed. This includes the Mashgiach's responsibility to seal equipment for an event if the Vaad deem necessary.
- Make sure that there is a separation of meat and dairy utensils and mark appropriately. Mashgiach responsible to seal cabinets or ovens if the Vaad deem necessary.
- Clean the dishwasher per Vaad standards between meat and dairy (and use different racks).
- Participate in kosherizing equipment for Passover and when the status of the items have been compromised as well as koshering utensils or ovens that do not belong to either JCC or Vaad approved shul. (Kashering will be performed by, or in presence of, Mashgiach under guidelines set forth by the Vaad.)
- Ascertain that all wines bear a kosher certification acceptable to the Vaad, and is labeled "Mevushal".
- Ensure that JCC Catering signs (with Supervised by Buckeye Kosher) are displayed at catered events.
- Advise and teach Kitchen Staff and JCC Staff the rules and history of Kashruth.
- All non-endorsed (Non Kosher) product that comes to the facility will be removed from the facility as soon as possible. The product may only remain in the facility until the next delivery from their distributor. Record these products in a log.
- Dedicate one cooler for meat and the other for dairy. In the event that there is spill-over from one of them, only factory sealed items with "dairy" or "meat" written on them may be put in the other cooler. This is to make it clear to all that this item is in the wrong freezer due to spill-over.
- Help serve Snack in JCC preschool and Senior Lunch as needed.
- Liaison between the JCC and the Vaad Ho-ir with all Kashruth issues.
- All other kitchen/catering duties as assigned.
- Special Events:
  - Provide Vaad supervision for all JCC programs and events.
  - These may involve additional hours and pay to be determined on a case by case basis by JCC supervisor.

**Acknowledgement:**

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Employee's Name Printed

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Employee's Signature

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Date of Signature