

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

### KITCHEN ASSISTANT POSITION DESCRIPTION

**Position Title:** Kitchen Assistant  
**Personnel Code:** Support Staff

**Dept No:** 143000  
**Status:** Non-Exempt

**Department:** Food Services  
**Supervisor:** Executive Chef

#### **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 welcome, thank and engage JCC members and guests on a daily basis.
- 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:** Participates in all aspects of food preparation and delivery for various JCC activities while maintaining Kashruth standards in an orderly and clean kitchen.

#### **Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** GED / High School Diploma required; Culinary Art Certificate Preferred
2. **Experience - Minimum Required or Preferred:** 1 year experience chef assistant; 3+ years experience preferred
3. **Special Skills:** Working knowledge of Kosher standards; outstanding customer service skills; ability to work days, evenings and weekends, depending on needs of JCC; ability to accept, respect and follow direction of Executive Chef and Mashgiah; able to stand for long periods of time; able to lift 30 pounds

## Duties and Responsibilities:

- Assist in food preparation and packing for delivery for senior lunches, preschool lunches, Columbus Jewish Day School lunches, camp lunches, snacks, JCC events and rentals.
- Check and Retrieve updates in food service order, and check with Chef on the execution of orders.
- Deliver food and utensils to rooms or sites on the JCC campus, if required, off-site.
- Assist with setup, breakdown and cleanup of food service and rental events.
- Label and date all food items when putting away; keep refrigerators neat & orderly.
- Clean and maintain cleanliness of dishes, cooking utensils, kitchen and storage areas at a level required and/or exceeding that which is required for health department and safety standards.
- Put away deliveries in a timely fashion; prioritize frozen and refrigerated items.
- General upkeep of all work areas, including neat and orderly storage of equipment and supplies.
- Provide food preparation, up keep and assistance for the poolside snack bar and the J Cafe.
- Learn and maintain Kashruth standards; guide others working in the kitchen so that all food is prepared under strict kosher regulations.
- Responsible for Kaleidoscope program snack.
  - Ensures snack is fresh
  - Delivered by 3:30, Monday – Friday during school year
  - Area cleared and cleaned.
- All other duties as assigned.

## Acknowledgement:

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Employee Name Printed

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Employee's Signature

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Date of Signature