

Cook / Kitchen Assistant

Part Time – 15 Hours Per week

Job Purpose:

Assist the Chef / Food Service Coordinator in the overall food services operations of MANNA Community Meals including agency events and holiday meals.

Areas of Responsibility:

1. Assist with meal preparation, delivery and clean up
2. Assist with food purchase, pick up, and delivery at Foodshare, Restaurant Depot, BJ's, etc.
3. Assist with regular cleaning of food service appliances and equipment
4. Support volunteers (individual and group) involved in meal preparation and delivery
5. Ensure facility and staff/volunteer compliance with professional standards or safe food handling, cleanliness, and hygiene
6. Assist with holiday meals
7. Drive agency box truck and /or cargo van to pick up food for the program
8. Assist with holiday meal prep and an other agency events
9. Cover 2 holiday meals per year
10. On-call coverage for Chef
11. Maintain program participant confidentiality
12. Participate in program and agency trainings, committees, and events as assigned

General:

1. Maintain a thorough knowledge of agency policies, procedures
2. Provide for the safety of staff and property of the Agency
3. Attend and participate in agency and site/team meetings as required
4. Perform other tasks consistent with the job purpose

Qualifications:

Minimum of two years experience as a kitchen assistant. High School Diploma or equivalent. Must have ServSafe certification and a valid driver's license. Individual vehicle not required but preferred. Bi-lingual a bonus but not necessary. Must have comfort in working with the poor, homeless, and senior participants. Willingness to train and work with volunteers; desire to work as an active team member. Ability to lift and carry up to 50 pounds.

Work Schedule and Benefits

1. Hourly Part Time 15 hours per week. Holiday involvement is expected.
2. Compensation: commensurate with experience.
3. Paid time off in accordance with agency policy

Send letter of interest & resume to: Janet Bermudez, Program Manager – MANNA
Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email jbermudez@handsonhartford.org

no phone calls please
Closing date 3/15/2019

AA/EOE