ELEMENT CARE

TITLE:	Kitchen Aide	UPDATED:	3/22/16
JOB FUNCTION:	Operations	FLSA STATUS:	Non-exempt

GENERAL SUMMARY:

Incumbent is responsible for managing all aspects of food service operation at designed site.

Essential Responsibilities:

- Follows all policies and procedures in regards to food service and food safety..
- Orders, rotates and receives all meals, bulk food supplies, paper, plastic and other kitchen supplies.
- Restocks and maintains all kitchen supplies in a neat and orderly fashion.
- Checks and records hot and cold temperatures on all prepared foods upon arrival from the vendor and prior to serving at meal time. Takes the appropriate actions whenever temperatures do not conform policies and procedures, and advises the Site Coordinator accordingly. Ensures that all kitchen thermometers are calibrated routinely.
- Maintains a neat, clean and orderly kitchen. Maintains all kitchen equipment and ensures that the equipment is in good working order.
- Prepares light breakfasts, as needed.
- Responsible for the preparation, serving and overall coordination of the luncheon meal each day. This includes the main meal, alternate meal and all special meals per dietary order.
- Responsible for cleaning and sanitizing the kitchen at the end of the luncheon meal. This includes the proper sanitization of all pots, pans and utensils, as well as all equipment, counters, floors, etc.
- Performs other duties as required.

Job Specification:

- High School Diploma or equivalent
- ServSafe Certification preferred
- Current CPR Certification preferred
- Minimum 1 year of experience in food service industry or equivalent

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Signature Date