Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Kitchen Assistant - Swing

Department: Dining Services Reports to title: Culinary Supervisors
Full Time: X Part Time: __________ Date Prepared: 11/15/19
Job Group & Level: AO-1 Regular Daily Work Schedule:
Sun/ Mon 7:00-3:30, Thurs / Fri 1:00-9:30, Sat 12:30-9:00
Pay Type: Weekly X Monthly ________ Months Per Year: 12 Hours Per Week: 40
(Summer Months) Months Per Year: ________ Hours Per Week: ________

1. Summary of Position:

The Kitchen Assistant supports the efforts of Amherst College Dining Services by providing the campus community with excellent service and quality work. The Kitchen Assistant is responsible for insuring that the pots, pans, utensils and other wares used in cooking, baking and service are presented in a clean, sanitary and organized fashion; while providing essential support to the efforts of the culinary team. They are also responsible for helping to maintain a clean and organized kitchen by actively engaging in general cleaning duties while managing the trash, compost and recycling systems to standard. They may also be directed to assist in the basic preparation of menu items or be requested to assist in a supportive service capacity within Dining Services. They work to insure the highest quality and consistency of performance while maintaining the required standards of sanitation at all times.

The work schedule varies and corresponds to the College's operational needs. This position generally works (2) Day shifts usually Sunday and Monday beginning at 7 am and (3) evening shifts, generally Thursday, Friday 1:00 pm – 9:30 pm and Saturday, 12:30 pm – 9:00 pm. At times, this position may be asked to assist with production in student dining or assist with catering and campus-wide events at any time. As our work is central to student life, their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times is required. In addition, the position is designated as providing essential services and should report to work, or remain on duty even though the College is closed. This position supports a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

95% Preparation

• providing sanitary wares through the proper use of a 4-compartment sink - wash, rinse and sanitize
• proper use and maintenance of a ware-washing machine
• proper use, storage and disposal of required chemicals
- proper use of personal protection equipment
- maintaining organized kitchen equipment storage areas to standard
- the cleaning and sanitizing food contact surfaces, equipment, floors, ceilings and walls
- preparation of menu items as assigned per production sheets while adhering to standardized recipes for accuracy
- support to service areas prior to and during meals as requested
- Maintain operational standards and Health Department regulations
- Ensure all areas are maintained in an orderly, clean, and sanitary manner
- Maintain accurate titration logs of sanitizers and temperature per code requirements
- Perform work in a safe and efficient manner; ensure operational organization before, during, and after service
- Ensure that equipment used is in sound, working order; tools used are properly cared for and stored
- Communicate operational needs and concerns effectively and pro-actively
- Maintain a commitment to the quality of our resources and work to prevent loss and eliminate waste
- Promote our standards of quality and service and the safety of our work environment

5% Other Duties as Assigned

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

The individual has daily interaction with the campus community, involving both verbal and written communication. This includes but is not limited to: accepting the direction, training and support provided by supervisors; communicating with customers regarding their needs, suggestions and concerns; reporting operational issues, concerns and needs through appropriate channels.

This requires the ability to read and comprehend instructions, short correspondence, and memos; the ability to read product labels, signs, warning labels specifically with the use of chemicals; write correspondence; and the ability to effectively present information in one-on-one and small group situations with other employees of the organization

4. Education: (include certifications and licenses)
   Required:
   - High School Diploma or equivalent
   - Current ServSafe Manager Certification or be able to achieve within (6) months of employment
   - Allergen Awareness as required by the Commonwealth of Massachusetts

5. Experience: (List specific skills necessary to perform this job)
   Required:
   - Entry Level with the ability to function efficiently in a high volume fast paced environment
   - Verbal and written communication
   - Strong organizational, and time management skills
   - Ability to work with chemicals effectively
   - Commitment to working with a diverse and inclusive community
   - Attention to detail
   - Work flexible hours based upon departmental needs including extended shifts
   - Successful completion of a pre employment physical and lift test
Preferred: Previous utility, support or stewarding experience in a similar, high volume, scratch operation

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   This position involves frequent exposure to extreme heat and cold, wet and humid environments, sharp tools, machinery, chemicals, grease laden vapors and fumes, and high noise levels. One must possess the ability to lift, carry, push, and pull up to 50 lbs. and occasionally lift, push, pull, and carry objects over 50 pounds with assistance. The position requires constant/repetitive motions involving the range of full body use including fingers, arms, knees, hands and wrists. Position requires; bending, squatting and stooping, reaching outward and above head, constant walking and standing, and ascending/descending stairs. Manual dexterity including grasping and manipulating tools/equipment, and adjusting controls. Close visual concentration including the ability to perceive color, contrast, and depth is also required as well as the ability to Candidate must possess ability to properly work with chemicals, and work with any and all ingredients used.

7. **Decision Making:**

   Some choice of action where routine tasks are done within established guidelines. Decisions and actions are usually reviewed regularly by supervisor. Objectives are established by supervisor. Employee’s work is assigned with limited arranging of own work, receiving guidance, instruction and direction from supervisor or others; at times may perform work independently with prior instruction. Work is fairly routine and directed, but may at times involve frequent changes in priorities.

8. **Supervision Exercised / Received:**

   Considerable supervision received by supervisor. Candidate will be expected to support policies and procedures and take direction from multiple sources. May at times guide Service and Support staff in the use or storage of product, monitor and instruct casual and temporary workers assisting in the immediate area.

   Supervisory Responsibility:  Yes  ____  No  ____  X
   Number of Employees Supervised:  ____ 0 ____