



Neighbor helping Neighbor

www.samaritanhousesanmateo.org



Incumbent:	VACANT
Position Title:	Kitchen Aide- on call
Department:	Food Services
Reports to:	Food Services Manager/Food Services Assistant Manager
Positions Supervised:	Volunteers
Terms:	non-exempt hourly- On Call, no specific scheduled hours
Compensation:	15.00 per hour

As one of San Mateo County's leading agencies, Samaritan House is a community based volunteer driven nonprofit organization working to meet the essential daily needs of more than 12,000 low income community members per year. For the last 40 years our goal has been to improve lives, promote self-sufficiency and preserve dignity through our supportive services. Our dedicated staff and volunteers lead the agency by striving for excellence, leveraging community resources and implementing creative solutions for our community's needs. We are proud to provide our core services free of charge and practice dignity and respect in everything we do.

Our Agency offers excellent opportunities for individuals with proven strong, creative, results driven leadership skills who possess excellent work ethic and integrity. We welcome individuals who are resilient, love working with people of diverse backgrounds and seek to make a difference by helping us create a caring community helping our neighbors in need.

Under the direct supervision of the Food Services Manager and the Assistant Food Services Manager, the Kitchen Assistant is responsible for proper food-services preparation and area sanitation, and accepting deliveries and donations of food and supplies as well as their storage, stocking and inventory. This position encounters various Agency constituents on a daily basis and excellent customer service and professionalism is expected from this position at all times. Position is responsible for ensuring their work is completed according to Samaritan House safety policies as well as industry, federal, state, county and local regulations for related industry.

CANDIDATE QUALIFICATIONS

Preferred qualifications include but are not limited to:

- **Education:** High School Graduate and some college experience preferred.
- **Experience:** 2 years working in a food services or commercial kitchen environment. 2 years working in a non-profit organization a plus.
- **Excellent knowledge of Food Safety Regulations and commercial food preparation.**
- **Good computer proficiency with Microsoft office suite including ability to use internet. Ability to learn new software as assigned.**
- **Excellent communication skills required. Must have excellent written and oral communication in English. Bilingual English/Spanish helpful. Ability to speak read and write both English and Spanish at a level sufficient for the successful performance of required duties and completion of trainings.**
- **Excellent time management and prioritization skills. Ability to meet deadlines and work quickly with ease.**

- **Excellent Customer Service skills and professionalism at all times. Ability to establish and maintain successful and effective relationships with Samaritan House constituents. Includes ability to successfully work collaboratively and or independently.**
- **Proven ability to conduct all interactions with all constituents in a highly ethical manner demonstrating high level of integrity.**
- **Demonstrated ability to exercise appropriate judgment with tact and diplomacy both under normal and stressful situations. Must be able to maintain appropriate composure when faced with escalated situations.**
- **Demonstrated solutions based approach to problem solving in an effective, efficient and timely manner. Ability to be creative and show initiative.**
- **Ability to follow Agency Policies and organize work to Samaritan House policies, procedures and best practices which include any related federal, state, or local agency requirement.**
- **Possession of a valid California Driver's License and a clean Department of Motor Vehicles record.**
- **Ability to work flexible schedules: including early mornings, days, evenings, weekends and or holidays.**

WORKING ENVIRONMENT AND MINIMUM PHYSICAL ACTIVITIES

Incumbent must have the physical, visual and auditory ability to perform the essential functions of the job and respond to emergencies with or without reasonable accommodations.

Activities may include but not limited to repetitive hand/arm motion, extended periods of standing, walking, occasional travel, regular bending, pulling, pushing, reaching, lifting, chopping, stirring, peeling, wrapping and carrying up to 50 pounds.

Reference checks and/or Back Ground Checks will be performed prior to commencement of employment.

JOB DUTIES- ESSENTIAL FUNCTIONS

- Prepare food in accordance with food safety regulations.
- Ensure safe and clean work environments including any equipment and surrounding property in food services.
- Ensure appropriate storage of food supplies in accordance with food safety regulations.
- Wash, dry and sanitize work equipment including aprons and towels.
- Ensure compliance of all safety requirements including federal, state and local regulations and laws and with all San Mateo County health and safety requirements and internal Agency requirements.
- Represent Samaritan House to all constituents in a positive professional manner.
- Support any Holiday or Seasonal Programs as assigned.
- Report any accidents or incidents immediately or within 24 hours whichever is sooner.
- Attend required internal or external program or agency trainings and meeting as assigned.
- Perform other duties as directed.

Daily Duties for Staff at the Kitchen

- Ensure that the back kitchen loading dock area is not used by clients or other unauthorized individuals.
- Assist with the unloading of food donations.
- Wear any necessary personal protective equipment for assigned work.
- Ensure that only cooked foods are placed in warmers.
- Ensure that all surfaces, the floor and equipment are cleaned at the end of each day.
- Ensure food for deliveries is placed in the appropriate storage areas, either inside refrigerator or on shelves.
- Help load food for deliveries.
- Deliver food when necessary.
- Ensure warm foods for deliveries are placed in insulated transportation containers.
- Ensure the food-services area and all vehicles are locked and the gate is secured.
- Ensure volunteers and new staff follow appropriate safety and sanitary practices
- Provide instruction as needed with Kitchen tasks to volunteers, new staff, etc.

JOB DESCRIPTION ACKNOWLEDGEMENT

Please sign below in acknowledgment that you have received, read and understand the duties of this job as outlined in this description for the Kitchen Aide position..

Employee Signature Date

Supervisor Signature Date

Human Resources Director Date

Signed copy provided to Employee

Date: _____

HOW TO APPLY

No phone calls, please! Interested candidates should direct a **cover letter and résumé** to:

Samaritan House
Attn: Director of Human Resources
4031 Pacific Blvd.
San Mateo, CA 94403
Via e-mail: hr@samaritanhousesanmateo.org
Via facsimile: (650) 294-4336

Samaritan House is an equal opportunity employer. Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.