

KITCHEN ASSISTANT JOB DESCRIPTION

Are you an experienced kitchen professional looking for a meaningful career with a steady schedule and great benefits? The Council on Aging of Central Oregon is seeking a Kitchen Assistant to help oversee volunteer support and meal preparation for our Meals on Wheels and Community Dining programs. This role is a unique opportunity to use your culinary and leadership skills to serve older adults in our community while enjoying a set four-day work week and full benefits, including paid time off, health and dental insurance, and a retirement plan.

As the Kitchen Assistant, you will manage and train a dedicated team of volunteers, ensuring smooth kitchen operations, safe food handling, and efficient meal production. In addition to overseeing volunteers, you'll also take on basic cooking tasks, helping to prepare and package meals that nourish older adults across Central Oregon. This position works within the Nutrition Department and reports directly to the Executive Chef.

If you're passionate about food, teamwork, and making a difference, we'd love to hear from you!

Hours

The schedule is Tuesday-Friday 6:00am-2:30pm.

Compensation

The salary for this position is between \$21-23 per hour depending on experience. There is a 5% pay differential for bilingual candidates. Council on Aging offers a complete benefits package, including health, dental and vision care; a 403(B) retirement plan, generous paid time off, an Employee Assistance Program, and more.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

Volunteer Management

- Supervise kitchen volunteers to ensure safe food preparation, efficient workflow, and adherence to health and safety regulations.
- Train kitchen volunteers in food safety, food prep and packaging.
- Work closely with the Volunteer Department to manage and motivate volunteers.
- Create a comfortable environment to retain volunteers.
- Participate in volunteer recognition activities.
- Maintain a positive and productive working relationship with colleagues and volunteers at all times.

Kitchen Operations

- Ensure compliance with food handling and storage regulations.
- Assist with maintaining successful health department survey inspections.
- Manage, rotate, and date inventory as required to ensure freshness and safety of food.
- Maintain a high level of professionalism and confidentiality with clients and client records.

Meal Prep

- Prepare and measure ingredients to be used in meal preparation (chopping and peeling vegetables, cutting meat etc.)
- Undertake basic cooking duties such as reducing sauces, parboiling food, etc.
- Prepare simple dishes such as salads, entrees, etc.
- Ensure great presentation of plated and packaged meals.
- Help oversee the kitchen when the Executive Chef is on PTO.
- Conduct other responsibilities as assigned.

Minimum Qualifications (Knowledge, Skills and Abilities)

- High School Diploma and two or more years of food service supervisory experience; or equivalent combination of education and experience.
- Training and supervising in a kitchen setting
- Strong interpersonal and communication skills with coworkers, volunteers and clients.
- Ability to delegate tasks and ensure efficient workflow

- Conflict resolution and problem-solving
- Ability to work independently with minimal supervision.
- Strong organizational, planning, and prioritization skills.
- Time management and ability to work in a fast-paced environment
- Flexibility to assist with different kitchen needs
- Knowledge of food preparation, sanitation and safety processes and regulations in a commercial kitchen.
- Ability to follow printed recipes and plate specifications.
- Possess or able to obtain a Food Handler certification.
- Ability to maintain personal hygiene in accordance with Oregon Health Authority.
- Bi-lingual is a plus.

Physical Demands and Work Environment

- This work requires the following physical abilities: climbing, bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating 100lbs.
- Vision abilities required include close vision, distance vision, and ability to adjust focus.
- Finger dexterity for activities such as mixing, scooping, grasping and repetitive motions.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- This work is performed both indoors and outdoors.
- Able to withstand extreme temperatures, hot and cold.

To Apply

Please send your resume to Executive Chef Isaac Mastie at imastie@councilonaging.org.