



Town of Suffield Job Posting

Position: Kitchen Assistant
Posted: Tuesday, May 28, 2019
End Date: Tuesday, June 11, 2019

The Town of Suffield seeks qualified applicants for the position of Kitchen Assistant. Involves related duties in the Suffield Senior Center's congregate meal program.

Supervision Received:

Works under the general direction of the Senior Center Director.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

- Maintains kitchen inventory to ensure adequate stock is maintained at all times.
- Orders and/or shops for kitchen inventory, approved by the Director, through approved vendors.
- Assists Assistant to the Director with meal preparation, cooking, and cleaning up from meal services.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of the operational requirements of meal service program.
- Knowledge of inventory system.
- Ability to be trained by on-site QFO (Qualified Foodservice Operator) of safe food handling procedures.
- Knowledge of foodborne illnesses and potentially hazardous foods.
- Physical ability to lift or carry up to 25 pounds.
- Knowledge and ability to use kitchen equipment.
- Ability to communicate clearly and concisely both orally and in writing.

Minimum Qualifications:

High School Diploma or the equivalent.

Special Requirements:

Must have a driver's license. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing.

Tools and Equipment Used:

Computer, standard office equipment, oven, stove, convection oven, commercial mixer, knives, cutting boards, refrigerator, freezer, emersion blender and other kitchen equipment necessary for meal service program.

Physical and Mental Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must frequently lift and carry up to 25 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read and write and correspond effectively. The position requires the ability to solve practical problems and deal with concrete problems involving several concrete variables.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The work is conducted in a commercial kitchen with virtually no disagreeable features. The noise level in the work environment is moderate.

General Guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Hours:

10 hours per week; schedule subject to change as deemed necessary for the requirements of the meal service. Schedule will be determined by Assistant to the Senior Center Director on a bi-weekly basis and according to the meal service menu.

Compensation:

\$12.00 per hour.

Benefits:

This position is considered casual employment and not eligible for benefits.

How to Apply: Qualified applicants please submit letter of interest and resume by closing date of posting. Mail or email letter of interest and resume to: The Town of Suffield, Attention Karin Ziemba, Human Resources Director, 83 Mountain Road, Suffield, CT 06078; kziemba@suffieldct.gov

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process