



<b>Job Title:</b>	<b>Kitchen Helper</b>
<b>Work location:</b>	The Haven at 240 Davis Rd, Gabriola, BC V0R 1X1
<b>Reports To:</b>	Kitchen Manager

### **Job Purpose**

The Kitchen Helper assists the Cook and supports other members of our kitchen team by completing assigned tasks related to washing, cleaning, stocking and food preparation.

### **Duties and Responsibilities**

#### **Washing and Cleaning**

1. Wash dishes, pots, pans, wares and other items used to prepare and serve meals, through the use of commercial dishwashing machines and by-hand methods.
2. Clean equipment, tables, chairs, benches, counters, walls and other surfaces in the kitchen, dining room and storage areas.
3. Sweep and mop floors in kitchen and storage areas. Clean floor mats.
4. Complete other routine and specialized washing and cleaning as assigned by the Cook or Kitchen Manager.

#### **Food Preparation and Stocking**

- Complete food preparation tasks as assigned by the Cook. These tasks will typically be related to the salad bar, coffee/tea bar, toaster area and condiment stations.
- Assist in receiving goods, organizing inventory, transporting inventory between storage and preparation areas, and re-stocking working stores.

#### **Compost and Trash**

- Empty trash containers in dining room and kitchen as needed, and at close of shift.
- Empty compost bins and place in collection freezers as needed, and at close of shift.
- Clean containers and line with fresh bags as needed and at end of shift.

### **Work Environment**

#### **Physical Demands**

1. Frequently moves boxes, equipment and other items which may weigh up to 50 pounds.
2. Often must stand or walk for long periods of time. Frequently must ascend/descend stairs, reach from floor to above shoulder level, bend and squat.
3. Constantly must work in areas where floors may be slippery.



4. Frequently engages in repetitive motions such as sort utensils, polish glassware, chop vegetables, scrub pots, wipe counters, sweep and mop floors.
5. Regularly work with chemical-based cleaning solutions.

### Employee Profile

#### Knowledge and Experience

1. Some familiarity with dishwashing and cleaning in a restaurant or other commercial foodservice operation. Experience in food preparation will be helpful, but is not required.
2. Completion of FoodSafe sanitation and safety training.

#### Skills and Characteristics

3. Reliable and responsible, appearing for scheduled shifts on-time and prepared.
4. Enjoys working as part of an efficient and effective team in a fast-paced environment.
5. Demonstrates a passion for cleanliness and good organization.
6. Good communication skills in the English language.
7. Is able to work independently to accomplish assigned tasks, as directed, in a timely manner.

### Other Information

#### Safety and Sanitation

Policy require this employee to wear closed-toe shoes with non-slip soles, and a hair restraint while in food preparation and service areas.

#### Performance

Your performance will be evaluated to include attitude, competence, conduct (as per The Haven Employee Handbook) and compatibility with co-workers.

#### Subject to Change

The Kitchen Manager may assign **other duties** from time to time that may be required to support The Haven's operations.

This job description is subject to change at any time, and management may assign or re-assign duties and responsibilities to this job at any time.