

## MARINERS INN

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<b>Title:</b> Food Service Assistant	<b>Effective Date:</b> 9/1/2019
<b>Status:</b> Part Time	
<b>Reports To:</b> Food Service Manager	<b>Reviewed Date:</b> 4/6/2020, 9/2021, 2/2022
<b>Classification:</b> Non-Exempt	
<b>Supervises:</b> None	<b>Revised Date:</b> 04/27/2020, 2/2022

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### Summary/objective

The food service assistant is responsible for assisting the food service manager. Most of the duties revolve around preparing ingredients, cutting or washing meat and vegetables, and performing basic cooking tasks such as boiling and frying. A food service assistant is also responsible for maintaining the cleanliness of the kitchen, washing used materials, sanitizing utensils, organizing food inventory. Other tasks include unloading deliveries of food supplies and sorting the ingredients accordingly.

### RESPONSIBILITIES:

- Assist with the preparation of and the serving of all meals and beverages to clients ensuring great customer service at all times
- Ensuring that the kitchen and service areas are clean and tidy, assisting with waste removal and washing up
- Ensuring health and safety regulations are followed
- Completing any administration as requested including food temperatures, wastage and cleaning schedules
- Assisting in the effective management of stock and portion control
- Prolonged periods of standing and walking.
- Must be able to lift up to 15 pounds at times.
- Attendance is required

### QUALIFICATIONS:

- Minimum of a High School Diploma or GED. Some college education a plus
- Minimum of one year food service and kitchen operation experience
- Minimum of one year's sobriety (if recovering)
- Must obtain and maintain a Food Handlers card
- Possess or obtain a valid 1st Aid/ CPR certification
- Ability and willingness to work in a manner which will not needlessly endanger the safety of one's self, other persons or equipment.
- Ability to establish and maintain harmonious working relationships with fellow workers, residents and the general public.

### Additional eligibility requirements

- Covid-19 vaccination per agency policy requirements
- Provide official education transcript

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

### **How to Apply**

Please submit your resume with cover letter via email to [humanresources@marinersinn.org](mailto:humanresources@marinersinn.org) no later than September 30, 2022. In the email subject, please enter Mariners Inn: Food Service Assistant position. No phone calls or faxes will be accepted.