



The Family Crisis Center of Baltimore County, Inc.

The Mission of The Family Crisis Center of Baltimore County, Inc. exists to assist individuals, families, and communities in preventing and interrupting cycles of violence so all can grow stronger and move toward bold futures.

KITCHEN ASSISTANT

Reports to:	Kitchen Manager
Evaluation:	Annual evaluation by the Kitchen Manager
Classification:	Non-Exempt
Hours of work:	Full Time, Hours Vary
Work Location:	On-site
Hourly Wage:	\$16.00/hour

Overview:

The Family Crisis Center of Baltimore County (FCC) assists families as they experience the impacts of conflict and violence in Baltimore County. Our vision is to ensure every home is safe, families are thriving, and communities are strong.

Position Purpose:

The Family Crisis Center of Baltimore County (FCC) is seeking a qualified Kitchen Assistant. In this vital role, you will be responsible for assisting with the day-to-day operations of the food service department, including planning, preparing and serving meals to as many as 20 adults and 35 children. Additionally, you will assist with the unloading and proper storage of food deliveries.

If you are passionate about our mission, enjoy working with people, and have experience in the food preparation and service industry, you could be a good fit for this role.

Key Functions and Responsibilities:

- Preview menus and work orders to determine the amount and type of food and supplies required using standard production procedures and systems. Assemble and prepare ingredients. Use knife skills to cut, chop, slice, dice, julienne, and peel ingredients.
- Prepare large quantities of food following standard recipes within required production schedule. Measure and mix ingredients according to recipes. Make adjustments as needed to ensure final results are to standards. Ready food on steam tables on time for service.
- Comply with established sanitation standards, personal hygiene and health standards. Follow proper food preparation and handling techniques. Ensure that food items are maintained at appropriate temperatures. At end of service period, wrap, label, date and properly store all food ingredients according to safe food handling techniques and practices.
- Maintain clean and organized food preparation areas using "clean as you go" method. Wipe down work areas daily including stove, oven, counters and other areas. Clean cooking equipment and utensils. Maintain equipment and tools.
- Maintain records and statistics of donations and kitchen supplies. Maintain stocking and inventory of the storage rooms and kitchen supplies. Receive and put away food and kitchen supply donations.



- Clean work areas thoroughly once a week including oven, grill, inside drawers, refrigerator and other detail cleaning. Maintain kitchen equipment; report malfunctioning equipment; maintain a safe work environment.
- Follow policies and procedures for incident and accident prevention. Monitor temperatures maintained by kitchen equipment such as refrigerators and ovens; report any temperature issues to maintenance for correction.
- Assist with the orientation of guests and/or volunteers. Provides guidance and assistance to by being observant and attentive to both positive and negative behavior and reporting activities to supervisor (as needed).
- Willingly works with clients and volunteers, demonstrating the mission of the Family Crisis Center and the program through participation in activities, positive communication, and helpful attitudes.
- Perform other duties as assigned

Education and Certifications

- High School Diploma or Equivalent
- Current ServSafe Certification Preferred
- Current CPR/AED Certification Preferred

Required Knowledge and Experience

- At least two years of related experience in institutions, cafeterias, catering or similar in food preparation
- Ability to follow directions well, multi-task, remain organized and calm while under pressure
- Excellent verbal and written communication skills required
- Must have component computer skills
- Must be able to work a flexible schedule, weekends, evenings and holidays
- Demonstrated passion for the mission of the Family Crisis Center of Baltimore County

Working Conditions and Environment

This position is on-site. The work environment is highly active and noisy.

Physical Requirements

This position requires standing for an extended period of time, repetitive motion, such as moving, bending, lifting, carrying objects up to 50 pounds and pushing a supply cart weighing up to 70 pounds for an extended period or for an entire work shift.

Equal Opportunity Employer

The Family Crisis Center of Baltimore is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.



Employee Acknowledgement:

I have read and understand and acknowledge the requirements for this role.

Employee Signature

Date