



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 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:

- Assemble and prepare ingredients following established recipes and portion guidelines per Kitchen Manager. Utilize proper knife skills to cut, chop, slice, dice, julienne, and peel ingredients safely and efficiently. Ensure that food is ready and properly displayed.
- Comply with established sanitation, personal hygiene, and health standards. Follow proper food preparation and handling techniques, ensuring food items are maintained at appropriate temperatures. At the end of the service period, wrap, label, date, and properly store all food ingredients according to safe food handling practices.
- Maintain clean and organized food preparation areas using the 'clean as you go' method. Wipe down work surfaces daily, including stoves, ovens, counters, and other areas. Clean cooking equipment and utensils and ensure all tools and equipment are properly maintained.
- Maintain the dining room by wiping down tables, chairs, and highchairs, and ensure that trash is taken out regularly. All appliances should be kept clean and in proper working order. Additionally, make sure to refill clients' food storage items as well as the free shelf to ensure supplies are readily available.
- Perform thorough weekly cleaning of work areas, including ovens, grills, drawers, refrigerators, and



other detailed cleaning tasks. Maintain kitchen equipment, report any malfunctions, and ensure a safe work environment.

- Follow established policies and procedures for incident and accident prevention. Monitor temperatures of kitchen equipment, including refrigerators and ovens, and report any issues to maintenance for correction.
- Engages willingly with clients and volunteers, embodying the mission of the Family Crisis Center through active participation in activities, positive communication, and a supportive attitude.
- Perform other duties as assigned

Preferred Education

- High school diploma or equivalent preferred

Preferred Knowledge and Experience

- At least two years of related experience in institutions, cafeterias, catering or in food preparation
- ServSafe Certification
- CPR/AED certification
- Ability to follow directions well, multi-task, remain organized and calm while under pressure
- Excellent verbal and written communication skills required
- Must have competent 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, 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.