



Kitchen Assistant

Job Description

Summary: Assist the Food Services Manager in providing/planning healthy meals and general food services for clients at Teen Challenge Adventure Ranch.

Reporting Supervisor: Amber Owens, Foods Service Manager

Responsibilities

Assist the Food Services Manager in:

- Meal Preparation: Plan, Prepare, and/or Cook Breakfast, Lunches and Dinners. The kitchen supervisor is not necessarily required to cook all meals. The Kitchen Manager is responsible for ensuring that meals are planned and that any staff members responsible for the preparation of meals have the necessary instructions and supplies.
- Assuring that the kitchen and food services areas and equipment are kept clean and in good repair.
- Food Program Administrative duties
 - General supervision of Kitchen facility and Food Services Program
 - Plan healthy meals/menus under the supervision of a Registered Dietician
 - Prepare shopping lists and shopping orders
 - Manage Food Services budget
 - Supervise Kitchen facility to make sure that all Department of Health and other required regulations are followed
 - Responsible for the purchase, storage, distribution, and inventory of all food items and kitchen utensils.
 - Coordination with Outdoor Adventure and other Program activities for food services needs
- Other: At times, staff members may be called upon to serve in areas not necessarily outlined in their formal job descriptions.

Key Competencies

- General Computer Skills/Competency
- Verbal and written communication skills
- Attention to detail
- Planning and organizing
- Time management
- Interpersonal skills
- Ministry oriented

- Initiative
- Reliability
- Flexibility
- Ability to handle stress

Qualifications

- High School Diploma or GED
- Valid Driver's License
- At least 19 years of age
- Mature and Godly character
- Experience in preparing and planning meals
- Must meet the requirements of the Arkansas Department of Human Services for residential care staff-All applicants will be background checked

Salary and Benefits (Full Time)

- Starting Pay: Based on experience
- 75% of Continuing tuition costs up to \$5,000 annually (Must be Job Specific)
- Group Health Insurance

Kitchen Assistant: _____

Date:

Food Services Manager: _____