



Kitchen Staff

Reports to: Senior Director / Food Services

Position Classification: Non-Exempt; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Kitchen Staff will perform manual work in the preparation, production and proper portioning of food according to the specific program guidelines under immediate supervision of the Head Chef; May be asked to drive to specific locations to deliver meals to support the overall mission.

Position Skills & Qualifications:

Kitchen or cooking experience, preferred but not required

Must be able to meet the physical and environmental demands of this position

- Able to lift up to 35 pounds
- Able to reach overhead with both dominant and non-dominant hand
- Able to walk, stand, stoop, handle, talk, hear, taste and smell
- Able to handle extreme cold, extreme heat and proximity to moving mechanical parts.

Must speak and communicate in English

Duties and Responsibilities:

- Works under the supervision and direction of the MOWT Head Chef, Culinary Production Manager and Director of Food Services
- Prepares and portions all food items, including but not limited to the preparation of hot and cold food items, offering the correct portion sizes and menu items.
- Serves on the line during meal preparation and maintains a clean work area
- Pull food for production from cooler, freezers or store room assists with the overall cleanup of the kitchen and storage areas
- Follow all MOWT guidelines and procedures; follow all Hazard Analysis and Critical Control Points (HACCP)
- Maintain flexibility as responsibilities and duties may change as determined by the needs of the mission and program
- Complete required training as instructed and on time
- Support the mission, vision, and culture of the organization by providing friendly and respectful interactions and customer service toward all staff, visitors and volunteers
- Be an active and enthusiastic participant to the MOW team
- Other duties as assigned



Competencies:

The following competencies are representative of the specific skills, abilities and attributes to perform this job successfully.

Teamwork:

- Balances team and individual responsibilities.
- Exhibits objectivity and openness to others' views.
- Gives and welcomes feedback.
- Contributes to building a positive team spirit.
- Puts success of team above own interests.
- Uses appropriate workplace language

Dependability:

- Responds to requests for service and assistance.
- Follows instructions and responds to management direction.
- Takes responsibility for own actions.
- Meets attendance and punctuality guidelines.

Personal Appearance:

- Dresses appropriately for position.
- Follows proper uniform and hygiene guidelines.
- Well-groomed.

Customer Service:

- Displays courtesy and sensitivity.
- Meets commitments.

Job Knowledge:

- Competent in job skills and knowledge of equipment such as slicers, ovens, cook top, and steamer.
- Competent with all small wares such as can openers
- Understands the size of scoops necessary for proper serving sizes.
- Exhibits ability to learn and apply new skills.
- Displays understanding of how job relates to others.
- Requires minimal supervision.
- Uses resources effectively.