# Kitchen Assistant

***Laramie Soup Kitchen***

*Position would start Summer 2021*

Have experience in food service and looking to make a difference? We have the job for you!

This unique position is perfect for someone who wants to prepare more than just food on a plate. The Kitchen Assistant will join a dedicated team of employees in preparing and providing meals for our guests by serving as a coordinator of meals under the direction of the Deputy Director.

Since the beginning of COVID-19 restrictions, the Laramie Soup Kitchen has transitioned to all to-go meals, in an effort to keep staff and guests safe. Many of our guests are reliant on the meals that we provide and even one staff member testing positive could lead to a closure where food would not be available for days or weeks. Increased safety protocol is in place and it is important that individuals adhere to health guidelines regarding the pandemic, whether they are at work or not. Furthermore, staff are expected to uphold the Laramie Soup Kitchen Code of Ethics (found at laramiesoupkitchen.org/code-of-ethics).

**Expectations:**

- Understand and assist in the execution of menus set forth by the Deputy Director
- Exhibit initiative and strong communication skills with an ability to work cohesively with all levels of management
- Provide basic training and guidance to volunteers
- Complete food safety training within 14 days of hire
- Actively work to ensure a safe and sanitary environment in the kitchen and all other areas
- Read, understand, and abide by the employee handbook, food safety standards, COVID-19 protocol, and all Soup Kitchen policies and procedures
- Perform all job responsibilities in a timely manner and with minimal supervision
- Show comfort working in all areas of the kitchen (food preparation, dishes, serving, etc.)
- Ensure all required paperwork is completed accurately and on time
- Maintain quality of service expected by Deputy Director and the Soup Kitchen as a whole
- Other tasks as assigned by the Deputy Director or Executive Director

**Personal Characteristics and Qualifications:**

- Flexible and open to changes/adjustments in the job description as the pandemic and health restrictions change
- Ability to lift 75 pounds and stand for long periods of time
- Positive and Professional Attitude
- Basic Cooking Skills (Advanced kitchen experience beneficial)
- High Level of Organization Skills
- Effective Verbal Communication

- Management and Leadership experience preferred

**Hours:**
16 - 25 hours, must have availability Monday through Friday between 8:00 a.m. to 2:30 p.m. Additional hours outside of this may also be available.

**Salary:**
$8.50 per hour

**To Apply:**
Email to Employment@LaramieSoupKitchen.org
Please include:

- Resume
- A short paragraph on "why you want to work for the Laramie Soup Kitchen"
- Availability