

THE SHOREHAM INN JOB DESCRIPTION

Job Title: Kitchen Assistant
Immediate Supervisor: Innkeepers

- I. QUALIFICATIONS & REQUIREMENTS:** To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Education & Experience: Previous experience in line cooking is preferred.

Certificates, Licenses, Registrations ServeSave Certification is preferred

Language Skills: Previous experience reading, analyzing and interpreting product labels.

Reasoning Ability: Ability to evaluate the tools needed to successfully prepare cooked food items for serving and to clean the kitchen areas used.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, squeeze, and reach with hands and arms. The employee will also need to be able to complete bending at the hips, squatting, pushing, and pulling actions. The employee lifts or moves up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- II. SUMMARY:** This position will review orders sent to the kitchen, prepare salads, place condiments/toppings on sandwiches, place desserts on plates, prepare appetizer plates with sauces, and clean kitchen after the end of the shift. This position may also be asked to bus tables and rinse dishes in preparation for the dishwasher. This position will be responsible for notifying the innkeepers of any supplies needed before they are depleted.

- III. SUPERVISORY RESPONSIBILITIES:** N/A

- IV. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review items sent through Square system to the kitchen printer, asking for clarification when needed.

- Prepare items using appropriate dressings, condiments, cheeses, and toppings.
- Use only necessary items/amounts needed to prevent food waste.
- Plate items onto dish/plate for items being served (I.e. appetizer plate for appetizer or dessert).
- Ring bell to notify front of house staff when items are ready for serving.
- Keep list of items that are getting low and provide them to the innkeepers for purchase.
- Keep the kitchen area clean and sanitized, cleaning up any messes identified and wiping down high use areas.
- Sanitize areas with food safe sprays/wipes, following the recommended times provided by the manufacturer.
- Label/cover any unused food items not used during shift and place them in refrigerated areas.
- Refill printer paper when red strip shows, preventing missed order tickets due to lack of paper.
- Vacuum kitchen/grill room nightly and mop as needed or when requested by innkeepers.
- When not busy with appetizers, entrees, or desserts, you may be asked to rinse dishes in preparation for loading into the dishwasher or to bus tables.
- Notify innkeepers to any unsafe working conditions or equipment.
- Other duties as required.

V. **COMMENTS:** This job description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. This job description is not an exhaustive list of all duties, responsibilities, and requirements of the role. Other functions may be assigned and management retains the right to add or change the duties at any time.

APPROVED BY: _____ **DATE:** _____
Innkeeper/Owner

The above Job Description has been reviewed and accepted by:

Employee Date

Supervisor Date