

Kitchen Assistant



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Full-Time, Hourly
Reports to: Director of Food Service

To apply, send resume and/or cover letter to
human-resources@villagepres.org

Job Purpose:

The Kitchen Assistant assists the Director of Food Service in preparing food for Village Church events, including delegates tasks to the volunteer crew and coordinating clean-up. S/he furthers the mission of Village Church by providing friendly, competent hospitality to staff, congregation members and guests.

Duties & Responsibilities:

- Works with Food Service Director to determine grocery and supply needs for weekly order.
- Receives food and supply deliveries and checks them in according to established procedures.
- Maintains multiple storage area in orderly fashion to allow for identification and easy access.
- Plans and instructs volunteers in support duties for food preparation, dishwashing and food storage.
- Cleans and sanitizes all kitchen equipment and surfaces.
- Launders and stores all table linen, towels and aprons.
- Maintains clean and well stocked coffee station in Friendship Hall.
- Cleans outer kitchen area, including the sink, ice machine, and beverage and coffee dispensers.
- Annually deep cleans kitchen including the ovens, hoods, carts, racks, shelving and de-liming dish machine.
- Sets up dining rooms for buffet service with steam tables, salad carts, and any specialty equipment.
- Consults with the Food Service Director on weekly luncheon menus for The Village Cup.
- Prepares lunches as needed for The Village Cup.
- Other duties as apparent or assigned.

Qualifications:

- Able to support the mission and ministry of Village Presbyterian Church, models church's values.
- Is detail oriented, accurate, and able to handle multiple tasks while staying focused.
- Has Kansas ServSafe Manager's license (or can get soon after hire) or is eligible to obtain that license.
- Has at least 3 years of food experience outside of Village Church, with 2 years in a supervisory capacity.
- Willingness to grow and meet the changing requirements of the job.

- Understands spoken & written English.
- Can work with a sense of urgency.
- Flexibility for a constantly changing work schedule, including but not limited to early mornings, evenings, and weekends to accommodate standard and special events.
- Handling distractions and unexpected visitors with a cool head and friendly demeanor.
- Be able to lift at least 30 pounds, up to 50 pounds occasionally.
- Must have the ability to work on their feet for several hours at a stretch. Regular work standing including occasionally standing for prolonged periods and other walking between various parts of the kitchen.

Work Environment and Physical Requirements:

- Job hazards include falls, slips, cuts, and burns.
- Work involves hot and wet surfaces, and sharp objects.

Direct Reports:

Kitchen Team volunteers, Prep Cook

How to Apply:

Send resume and/or cover letter to human-resources@villagepres.org.

AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.

Date Updated: Nov. 1, 2024