

Kitchen Assistant

Point Loma Community Presbyterian Church

Our Vision

Loving Everyone to LIFE with Everything we Have

Our Mission

Through authentic community, we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World.

MAJOR PURPOSE AND SCOPE

The Kitchen Assistant assists the Kitchen Coordinator in preparing monthly meals and occasional special events for senior adults who participate in the Senior Adult Ministry at PLCPC.

JOB DESCRIPTION

Menu Planning/Food Preparation/Set-up

- Collaborate with Kitchen Coordinator to plan monthly lunch menus by the 15th of each month to serve approximately 50-80 people in the Family Life Center
- Monitor pantry items and notify Kitchen Coordinator when need to replenish
- Set up Family Life Center the day before the luncheon with table settings, décor, coffee/snack table
- Provide pitchers of water for each table
- Practice proper and safe procedures in food storage, preparation and serving
- Prepare side dishes and dessert as needed by Kitchen Coordinator
- Prepare food in a timely way to be able to serve food hot and quickly
- Clear away extra food; store or discard leftovers properly
- Clear and process tableware/flatware through dishwasher

Special Events

- Assist in planning, preparing, and serving food for occasional special events such as Veterans reception, coffee on the porch, etc.

Accountability & Evaluation

- Reports directly to Director of Senior Adult Ministry
- Performance and terms of employment are reviewed after the first 90 days and annually thereafter.

QUALIFICATIONS

Experience/Education/Character

- Certified Food Handlers Certificate
- High School Diploma or equivalent
- General awareness of dietary needs of older adults
- Creativity and enthusiasm for menu planning and food preparation
- Ability to work courteously under pressure and complete tasks in a timely and efficient manner

- Ability to stand for extended periods of time; lift and move pantry items
- Familiarity with working in a commercial kitchen is helpful
- Must be dependable and available to work per the luncheon schedule

POSITION SPECIFICS

- Reports to: Director of Senior Adult Ministry
- Classification: Non-exempt, 8-10 hours per month; September-June
- Pay Rate: \$17.25 per hour
- Employment is contingent upon a satisfactory completion of a background check (including an investigation with the State and Federal authorities regarding any history of criminal activity), livescan fingerprinting, and personal and professional references.

Interested applicants are requested to provide a detailed resume with all relevant experience to elaine@pointlomachurch.org.