



Job Description – Kitchen Assistant Rev. 1-2026

Reports to: Director of Operations

Job Status: Part-time, Hourly

Hours per Week: 20 per week. *Additional hours may be requested for special events, or to cover staff absences.

Summary

The Kitchen Assistant supports the daily operations of the Mission kitchen by assisting with meal preparation, food safety, sanitation, and coordination with the Mission Food Program. This role requires creativity, flexibility, and a strong understanding of serving meals in a recovery-focused environment. The Kitchen Assistant plays a key role in ensuring meals are nutritious, timely, and respectful of patients' dietary needs while maintaining compliance with Health Department standards.

Essential Duties & Responsibilities

Meal Preparation & Service

- Assist in planning and preparing nutritious, well-balanced meals that accommodate special dietary needs and medical considerations of patients.
- Perform cooking and food preparation duties according to established menus, recipes, and food safety standards.
- Ensure meals are prepared safely, on time, and to quality standards.
- Thoughtfully prepare meals that patients both need and want to eat, supporting morale and overall well-being.

Food Safety & Sanitation

- Maintain a clean, organized, and sanitary kitchen in compliance with Health Department regulations.
- Follow all food safety, handling, and storage procedures.
- Support enforcement of kitchen rules while maintaining positive, respectful relationships with patients.

Inventory & Food Program Coordination

- Work closely with the Kitchen Manager to maintain appropriate food inventory levels.

- Assist with placing orders, receiving deliveries, and managing food supplies to ensure consistent availability of ingredients.
- Obtain nutritious food from various sources, including coordination with the Mission Food Program and partner pantries.
- Collaborate with Mission Food Program staff to coordinate food deliveries and utilization.

Stewardship & Resource Management

- Utilize donated food creatively and resourcefully to prepare high-quality meals.
- Be mindful of cost-saving measures without compromising food quality or nutritional value.
- Support the Mission's stewardship of resources by minimizing waste and maximizing the use of donated items.

Teamwork & Mission Alignment

- Work collaboratively with the Kitchen Manager and other staff to support daily kitchen operations.
- Maintain professional, respectful interactions with patients, staff, and volunteers.
- Support the Mission's policies, values, and recovery-focused environment.

Qualifications

Required

- Previous experience in food service, meal preparation, or commercial kitchen environments.
- Knowledge of basic food safety and sanitation practices.
- Ability to work effectively in a structured environment serving a vulnerable population.
- Strong interpersonal skills with the ability to maintain boundaries while building trust.
- Dependable, flexible, and able to work independently as well as part of a team.

Preferred

- Experience working with donated food or in non-profit, institutional, or recovery-based settings.
- Familiarity with dietary needs related to medical or recovery considerations.
- Prior experience working alongside a kitchen manager or in an assistant role.

Physical & Work Requirements

- Ability to stand for extended periods.
- Ability to lift and carry food items and supplies.
- Ability to work in a fast-paced kitchen environment.
- Ability to solo-lift up to 40lbs.