



POSITION TITLE: Kitchen Assistant

REPORTS TO: Program Manager of Kitchen & Dining

FLSA STATUS: Non-Exempt

JOB TYPE: Full Time - In Person

SALARY: \$20.00 to \$25.00 per hour

POSITION SUMMARY:

The Kitchen Assistant I supports safe, efficient, and high-quality kitchen operations by assisting with meal preparation, maintaining cleanliness, and ensuring food and supplies are properly stocked. This role monitors and addresses safety concerns, enforces organizational policies, and helps train and coordinate volunteers as directed. The Kitchen Assistant I engages positively with staff, volunteers, and guests while ensuring all kitchen activities meet or exceed Department of Health standards. This position contributes to a welcoming and safe environment that reflects the organization’s mission and values.

Why St. Mary’s Community Services?

- Mission-Driven Leadership – Be at the heart of an organization dedicated to serving the most vulnerable.
- Strategic Influence – Shape policies and initiatives that uplift lives and drive systemic change.
- Collaborative Environment – Work alongside a passionate team, community partners, and dedicated stakeholders.
- Sustainable Impact – Lead an organization committed to long-term solutions for housing, healthcare, and social support.



Essential Duties & Responsibilities

Safety & Compliance

- Monitor and anticipate unsafe conditions, initiating and maintaining cooperation within the organization on safety matters.
- Identify safety issues and make corrections immediately.
- Enforce preventative safety measures.
- Encourage staff, volunteers, and guests to comply with safe kitchen and food preparation practices.
- Responsible for ensuring proper reporting of all incidents and unsafe practices within the department and campus-wide.
- Adhere to all rules and regulations as stated in the employee handbook.
- Enforce all campus policies and procedures.
- Inform the director or lead of workplace/department repairs and work orders when necessary.

Kitchen Operations & Food Preparation

- Assist with proper preparation of meals and maintain high kitchen standards.
- Support serving line organization during meal service, ensuring the line food, tools, and serving supplies are stocked.
- Maintain cleanliness of the kitchen, equipment, break area, and supply closets.
- Ensure proper sanitization of food trays and all kitchen equipment.
- Maintain refrigerator and dry storage areas in an orderly and clean manner.
- Assist with acceptance of food deliveries and donations.



- Ensure all food and supplies are stocked and ready for the following shift, thinking ahead and acting proactively.
- Support the kitchen in maintaining cleanliness to meet or exceed Department of Health standards.
- Assist in the proper training and coordination of volunteers assigned to assist in the kitchen when directed by the Kitchen Manager.

Volunteer & Guest Engagement

- Engage with volunteers, guests, and campus visitors in a way that positively represents the organization and encourages co-workers to do the same.

What You Bring:

- High school diploma or equivalent; culinary or food service training a plus.
- 1 year of experience in kitchen operations, food preparation, or meal service in a group or institutional setting preferred.
- Knowledge of food safety standards, workplace safety, and sanitation practices.
- Ability to monitor and maintain a safe and organized work environment.
- Strong teamwork and volunteer coordination skills.
- Excellent communication and interpersonal skills.
- Ability to follow policies, procedures, and organizational guidelines.
- Flexibility to adapt to changing tasks and work in a fast-paced environment.
- Commitment to the organization's mission and client-focused service.



Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision Insurance
- Paid time off

SMCS is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workplace that values and respects all individuals. Employment decisions are based on merit, qualifications, and business needs, without regard to race, color, religion, creed, national origin, ancestry, age, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation, military or veteran status, or any other status protected by applicable federal, state, or local laws.