

Role/Title Part Time Kitchen Assistant/Cook	Department: 520
Reports to: Human Resources Manager	Date: 2/13/2015

Primary Job Function:

- Single-handily prepare and cook food for group of employees (daily around 45)
 - Light Breakfast
 - Lunch
- Daily spotlessly clean kitchen and cafeteria area
 - Includes tables, chairs, trash cans, countertops, and all areas of the kitchen
- Order food and any necessary supplies
- Keep inventory/accurate count on current supplies
- Work with other departments with special catering needs
- Daily stock all disposable supplies (cups, plates, napkins & utensils)
- Ability to plan a menu and set prices accordingly to cost +5%
- Prepare monthly menus and post in areas for employee's review
- Responsible for vending services for Indianapolis buildings – ordering, filling, and maintaining
- Perform routine deep cleaning duties such as the refrigerator, freezer, storage areas, and oven

Requirements:

Education: High School diploma or equivalent

Experience: Cooking/cafeteria experience / Safe Serve Certified preferred

Skills: Ability to lift 20-40 lbs comfortably

Organized and good with time management

HOURS FOR THE POSITION: Monday – Thursday 7:00 – 2:00 pm