



TELLURIDE ASSOCIATION

Position Description - MBTA Kitchen Assistant

Position Title:	MBTA Kitchen Assistant
Direct Supervisor:	MBTA Head Chef
Positions Supervised:	None
Date/Approval:	3/14/24, approved by Amina Omari (Executive Director)
FLSA Status:	Non-Exempt
Employee Type:	Other Part-Time
Work Schedule:	15 hours/wk over 3 days per week. Specific hours are determined by supervisor, but are generally 2:30-7:30pm three days per week during the academic term, summer program term, and special events. Evening hours required. Weekend hours may be required.
Work Location:	1735 Washtenaw Ave, Ann Arbor, MI 48104
Travel Requirements:	None
Position Duration:	12 months per year. The kitchen will be closed and no hours will be scheduled during academic breaks and in the gaps between the academic term, special events, and summer program term.
Benefits Eligibility:	Not benefits eligible

Role Overview

The MBTA Kitchen Assistant (KA) is responsible for assisting with food service and cleaning the kitchen at the Michigan Branch of Telluride Association (MBTA).

The KA must maintain a high standard of cleanliness, consistent with Michigan State Health Codes, both of the kitchen and their person. Duties include but are not limited to putting food away; cleaning food preparation areas; cleaning dishes, glasses, utensils, pots and pans, and other items used during meals; cleaning kitchen equipment and appliances; removing trash; completing assigned sidework; and other tasks as assigned. The KA is responsible for ensuring food safety throughout their work.

This position reports directly to the Head Chef, and works closely with kitchen staff and program participants.

Required Qualifications

- Ability to maintain a high standard of cleanliness consistent with Michigan State Health Codes.
- Ability to maintain personal hygiene, including wearing clean clothing and hair restraints.
- Ability to follow verbal and written instructions.
- Ability to complete tasks to a high standard with minimal supervision.
- Ability to work effectively with a team.
- Ability to work effectively with a diverse range of people.
- Ability to meet travel requirements of the position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Preferred Qualifications

- Restaurant and/or kitchen experience.
- ServSafe or other food handling training or willingness to complete such training.
- Experience with and commitment to enacting anti-racism, diversity, equity, and inclusion in the workplace.
- Experience with communities of color and communities that Telluride Association serves.

Responsibilities

Cleaning and Food Service - 90%

- Assist with food service, including cleaning and restocking food service area and setting out food and serving utensils.
- Complete side work and deep cleaning, including wiping down cabinets, cleaning ice machine, deep cleaning cook's fridges and freezers, cleaning baseboards, or other tasks as needed.
- Clean dinner dishes, including gathering stray dishes, washing and sanitizing, and putting dishes away.
- Clean dining room, including putting food away (for lunch at 1:45pm, dinner 7:00pm) and storing, labeling, and dating leftovers in appropriate sized plastic containers, and turning off steam table after meal.
- Clean and sanitize dining room, salad bar, and steam table.
- Clean and sanitize kitchen and equipment at end of night, including rolling carts, dishwasher and dishwashing area, sweeping and mopping, garbage and recycling, and locking up.
- Other cleaning and food service tasks as assigned

Food Safety - 5%

- Follow proper handwashing procedures and personal hygiene standards for food safety, including wearing clean work attire and hair restraints.
- Ensure that food is stored at safe temperatures.
- Properly label and prevent cross-contamination of food allergens.
- Follow proper procedure for cleaning and sanitizing dishes and surfaces.
- Promptly inform supervisor if sick.
- Follow all other food safety and food handling procedures.
- Promptly report any food safety and equipment concerns to supervisor.

Professional Development - 5%

- Pursue professional development opportunities with the agreement of supervisor.

Other Responsibilities

- Strive to enact Telluride Association's commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Be familiar with and strive to follow any applicable compliance standards, regulations, and Telluride Association policies/procedures.
- Support the general activities of Telluride Association and carry out other duties as assigned.

Work Environment and Physical Demands

- Essential physical requirements: Regularly lifts and carries 50 lbs. and stands for the majority of shift. Position requires manual dexterity, ability to understand and carry out instructions, and ability to complete tasks such as mopping, lifting heavy objects, and scrubbing equipment and dishes.
- Visual: normal concentration
- Hazards: includes exposure to cleaning chemicals.

Equal Opportunity Employment

Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, marital status, sex, sexual orientation, gender identity, disability, or any other legally protected category. Telluride Association is committed to building a diverse staff, and welcomes applications from people of color, women, LGBTQIA+ people, and people with disabilities.

Signatures

Employee Signature: _____

Employee Name: _____ Date: _____

Supervisor Signature: _____

Supervisor Name: _____ Date: _____