

# Job Description

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## KITCHEN PORTER

### POSITION SUMMARY:

The porter performs manual tasks focused around maintaining a clean and orderly kitchen as outlined by California Health and Safety regulations. Responsibilities include the thorough cleaning of equipment and facilities to uphold proper sanitation standards and food safety while helping coordinate the receiving, storage and rotation of inventory.

### POSITION OVERVIEW:

- Employment Type: Full Time/Non-Exempt
- Location: Warm Springs Administrative Office
- Job Category: Nutrition
- Reports to: Nutrition Services Assistant Manager
- Supervises: None

### PRIMARY RESPONSIBILITIES:

- Collect and wash pots, pans, plates, cutlery
- Clean, wash, and disinfect kitchen appliances, work surfaces, walls, and floors
- Ensure that all equipment is properly and safely stored
- Remove rubbish and recycling waste from kitchen
- Maintain proper and safe storage of food and supplies
- Receive deliveries and appropriately stock items according to FIFO methodology
- Maintain organization in freezer, refrigerator, dry storage, laundry area, and storage racks
- Implement safe work practices in accordance with Alameda County Department of Environmental Health, CACFP and agency Health and Safety regulations
- Identify workplace hazards and/or unsafe conditions, take appropriate action to make the area safe, notify supervisor
- Work as a member of the agency team by promoting the mission and philosophy of the organization
- Maintain confidentiality of children, families and staff
- Basic food preparation as instructed
- All other duties as assigned

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Must have a high school diploma or equivalent
- Experience in commercial/industrial kitchen setting
- Possession of a valid California Driver License with the ability to operate agency vehicles

### COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

**NUTRITION WIDE PHYSICAL DEMANDS:**

Job duties will be performed largely in a kitchen environment; however the ability to drive long distances will be required using agency insured vehicles. The physical demands here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- The ability to lift and carry moderately heavy supplies up to 50lbs
- The ability to operate company insured vehicles

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**Equal Opportunity Employer/Drug Free Workplace**

**HOW TO APPLY:** To apply for this position please complete an application at:

<http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.