

Kitchen Helper

BASED AT: Dragonfly Tea Room



POSITION REPORTS TO: owner and chef

JOB PURPOSE SUMMARY:

Dragonfly Tea Room is looking for a competent Kitchen Helper to assist in a variety of duties in the kitchen related to the efficient running of the kitchen. You will work in close collaboration with the chef, other colleagues and follow established health and safety standards. The goal is to accelerate our business development by providing customers with a delightful experience.

KEY RESPONSIBILITIES:

Primary

- Keeping the kitchen at the tea room clean and orderly.
- Assist in the dining area
- Help the cook with food preparation.

Kitchen Cleaning

- Sweep and mop floors.
- Wash work tables, cutting blocks and boards, refrigerators, walls and any other surfaces.
- Removes all this trash material and places it outside in appropriate containers.
- Cleans the kitchen garbage cans at least once daily.

Dish Washing

- Washes trays, pots and pans manually, and scrape food from dishes
- Wash dishes following the correct sanitary procedure using the 3-compartment sink.
- Cleans the interiors of glasses when necessary, such as when milk has dried on, wash glasses and flatware in the correct sanitary procedure using the 3-compartment sink.
- After the dishes dry, unload the items and store them on shelves or in cupboards.

Food Preparation

- Do food preparation work to assist the cook.
- Wash, peel and slice vegetables and fruit.
- Measure and assemble ingredients for frequent orders to save time for the cook.
- Packing up take-out orders.

MINIMUM QUALIFICATIONS:

- Able to communicate effectively with managers and kitchen personnel
- Able to reach, bend, stoop and frequently lift up to 40 pounds
- Able to work in a standing position for long periods of time (up to 5 hours)
- Food Handler certification

HIGHLY VALUED QUALIFICATIONS:

- Customer-oriented approach and patience
- Problem solving and decision making skills
- Responsible and trustworthy
- Attention to cleanliness and safety

Please send cover letter and resume to Judy Robinson at Judy@DragonflyTeaRoom. Include in your cover letter your availability and desired numbers of hours to work each week. No phone calls, please.