

<b>Job Title:</b>	Kitchen Associate	<b>Department</b>	Kitchen
<b>Status:</b>	Part Time – Hourly (non-exempt)	<b>HR Revision Date (Date/Initial):</b>	01/17/2025 - LG
<b>Manager Report:</b>	Director of Dining Services		

## About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

## Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

## Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

## STARS Standard

Inspiration Ministries’ employees agree to a high standard of conduct as defined by our STARS standards:

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

## Kitchen Associate

The Kitchen Associate will be in charge of serving our residents through the Inspiration Ministries or kitchen. This includes general cleaning of kitchen and dining room, preparing and serving nutritious meals, stocking and interacting with residents. Kitchen Associate will report to Director of Dining Services.

## Major Job Responsibilities

### 1. Food Service

- Clean, cut, and cook meat, fish, or poultry.
- Cook food according to menus, managing special dietary or nutritional restrictions.
- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
- Apportion and serve food to facility residents, employees, or visitors.
- Direct activities of one or more workers who assist in preparing and serving meals.
- Wash pots, pans, dishes, utensils, or other cooking equipment.
- Compile and maintain records of food use and expenditures.
- Stock and take inventory of food, supplies and equipment.
- Perform baking, heating or cooking under the direction of Food Service Manager and Food Service Coordinator.
- Train new employees.
- Monitor use of government food commodities to ensure that proper procedures are followed.
- Remove garbage and place in designated area.

### 2. Cleaning

- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Set tables with clean linens, condiments, or other supplies (if required).
- Locate items for and serve residents and visitors.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
- Perform serving, cleaning, or stocking duties in serving areas to facilitate service to residents and visitors.
- Carry food, dishes, trays, or silverware from kitchens or supply departments to serving counters.
- Clean up spilled food or drink or broken dishes and remove empty bottles and trash.
- Serve food to residents and visitors when assistance is required or needed.
- Serve ice water, coffee, rolls, or butter to residents and visitors (if required).
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Clean and polish counters, shelves, walls, furniture, or equipment in food service areas or other areas of the dining halls.
- Mop or vacuum floors when needed.
- Fill beverage or ice dispensers.
- Stock cabinets or serving areas with condiments and refill condiment containers.
- Interact with the residents and visitors in a professional and kind way.
- Maintain a safe dining hall.

## Minor Responsibilities

- Assist with special events.
- Attend and participate in mandatory meetings.

## Wage and Experience

Average Number of Hours: -29

Status: Hourly (non-exempt FSLA)

Years of Experience: 2 years of food service (preferred)

Education: High School Diploma or GED

Certifications/Requirements:

- Able to work nights and weekends.
- Able to work in different kitchens and menus.
- Valid Driver's license with clean driving record.
- Food Service Certification (Preferred)
- Ability to lift up to 50 lbs.