



Open Arms of Minnesota Job Description: Part-Time Kitchen Assistant for the Kitchen of Opportunities

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish body, mind and soul. In our state-of-the-art kitchen, OAM staff members and more than 7,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 1,100 clients, caregivers and dependents each week, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Position Overview:

This is a part-time, hourly, benefits-eligible position in a new high-volume production kitchen preparing and packaging ready to eat meals. Working as part of a team, the Kitchen Assistant is responsible for general kitchen cleanliness and including but not limited to cleaning, sanitizing, and properly storing all kitchenware, all trash removal, packaging of meals and supporting the cooks with food preparation and kitchen organization if needed.

Open Date: August 10th, 2018

Closing Date: Until filled

Primary Job Responsibilities:

- Working on your feet, safely and correctly operate all dishwashing equipment
- Clean and sanitize all kitchenware including kitchen pots, pans, and utensils
- Keep kitchen area clean and organized at all times, assisting with deliveries and often carrying 50 pounds or more
- Correctly package meals to be ready for customers to pick-up daily
- Use all chemicals properly in the correct quantities for safety and cost control
- Maintain a work environment that is safe, respectful, and productive for everyone
- Empty all trash in the kitchen; clean and maintain trash cans
- Clean and maintain all mats or rugs
- Help ensure quality standards in meal packaging, identify and resolve meal packaging issues
- Assist in the maintenance, cleanliness, and stocking of kitchen storage areas
- Work as a team player and step in when needed
- Demonstrate high level of customer service and professional behavior within the kitchen

Requirements:

- Experience in high-volume commercial kitchen environment
- Past experience working with commercial dishwashers as well as three compartment sink dishwashing procedures.
- Ability to work proactively in a fast-paced environment
- Ability to work independently and as a team member
- High work ethic and demonstrated reliability
- Sensitive to diversity and able to work respectfully with wide array of coworkers and members of the community
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.

Physical Requirements:

- Able to operate standard kitchen dishwashing equipment
- Able to lift up to 50 pounds of food orders, high volume inventory and/or kitchen supplies
- Able to work on feet for long periods of time
- Reach, bend, stoop, mop, sweep, and wipe frequently

Reports To: Food Services Director

Range: \$14 per hour

Location: Minneapolis, MN 55404

Hours: 3:00pm to 7:00pm

To Apply: Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: Jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits:

This position is eligible for an excellent, comprehensive benefits package, including medical/life/STD/LTD insurance, holidays and personal time off (PTO). An employee-paid dental plan and 401K is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, size, physical ability or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employment