



Open Arms of Minnesota Position Description: Kitchen Assistant

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 7,300 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

Open Date: March 4th, 2019

Closing Date: Until filled

Position Overview:

This a part-time, hourly position contributes to the fulfillment of Open Arms' mission by providing ongoing janitorial, organization and kitchen prep tasks on a regular basis. This position will responsible for janitorial, organization and kitchen prep tasks on a regular basis and as needed. These tasks include vacuuming, sweeping, mopping and sanitizing kitchen supplies and utensils. In addition, support the kitchen team by providing kitchen preparation including inventory control, receiving orders, and cooler, freezer and dry storage organization; and other duties as assigned.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms, and is expected to consistently maintain a high level of customer service to all guests, clients and fellow team members.

Primary Responsibilities:

Janitorial

- Work directly with Food Services Director on the following:
 - Work on your feet to safely and correctly operate all dishwashing equipment
 - Clean and sanitize the dish-room all kitchenware including kitchen pots, pans, and utensils.
 - Clean and sanitize the baffles in the hoods.
 - Keep volunteer lounge area and restrooms clean and organized at all times.
 - Keep kitchen area clean and organized at all times, assisting with deliveries and often carrying 50 pounds or more.

- Use all chemicals properly in the correct quantities for safety and cost control.
- Assist in the maintenance, cleanliness, and stocking of kitchen storage areas, including refrigerators and freezers.
- Responsible for removing all kitchen trash and ensure that recycling and compost procedure is being followed.
- Responsible for washing, drying and storing all linens.
- Responsible for washing, drying the kitchen aprons and restocking them for volunteer use.
- Ensuring all equipment is properly cleaned.
- Maintain a work environment that is safe, respectful, and productive for everyone.

Kitchen Prep and Support

- Work directly with Chefs to ensure proper food safety.
- Work directly with Chefs to fulfill meal preparation, production and packaging.
- Manage and organize current cleaning supplies and equipment.

Other

- Demonstrate high level of customer service and professional behavior within the kitchen.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly and helpful attitude at all times.
- Assist with the setup for onsite catering events.
- Assist in the organization of the basement kitchen storage area, including catering supplies.
- Other Duties as assigned by Food Services Director.

Requirements:

- Experience in high-volume commercial kitchen environment.
- Basic culinary skills.
- Strong janitorial skills.
- Great organizational skills and ability to adapt quickly to the changing needs of the business.
- The drive and ability to learn new techniques and skills.
- Ability to work independently and as part of a team.
- Sensitivity to diversity and ability to work respectfully with wide array of co-workers and members of the community.
- High work ethic and demonstrated reliability.
- Ability to multi-task and keep composure while working under pressure during busy periods.
- Ability to communicate verbally and in writing in English.
- Flexible schedule with ability to work occasional weeknights or weekends.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Able to frequently lift and carry food, beverage and other items greater up to 50 pounds and able to transport up to 70 pounds.
- Able to stand for long periods of time.
- Able to stand, sit, walk, bend, stoop and twist. Requires full range of motion, manual dexterity and eye-hand coordination. Requires corrected vision, full color vision, sense of smell and taste, and hearing to normal range.
- Able to operate standard kitchen dishwashing equipment.
- Able to operate standard office cleaning machines such as floor scrubber, carpet cleaners, loading dock materials.

Reports to: Food Services Director

Location: 2500 Bloomington Avenue S
Minneapolis MN 55404

Pay Rate Range: starting at \$14.00 per hour

Hours: 28 hours per week, requires availability to work on Saturdays

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