



Open Arms of Minnesota Job Description: Kitchen Assistant

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 6,600 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 3,00 clients, caregivers, and dependents annually, 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: October 20th, 2021

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 be 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.

Primary Responsibilities: Kitchen Prep and Support

Work directly with Food Services Manager on the following:

- Lead volunteers in daily food packaging
- Ensure that meals are packaged correctly and with the correct sides and in the correct quantities
- Ensure that food products are properly rotated
- Prepare daily mechanically softened and pureed meals
- Ensure that Oliver machine is properly cleaned and maintained daily
- Take part in daily kitchen cleaning
- Work directly with Chefs to ensure proper food safety.
- Work directly with Chefs to fulfill meal preparation, production, and packaging.

- Keep kitchen area clean and organized at all times, assisting with deliveries and often carrying 50 pounds or more.
- Assist in the maintenance, cleanliness, and stocking of kitchen storage areas, including refrigerators and freezers.
- Maintain a work environment that is safe, respectful, and productive for everyone.

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.
- Other Duties as assigned by Food Services Manager.

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.
- High work ethic and demonstrated reliability.
- Demonstrate high level of customer service and professional behavior within the kitchen.
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- 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.
- Sensitivity and commitment to diversity and ability to work respectfully with wide array of co-workers and members of the community.
- 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 Manager

Pay Rate: \$16.00 per hour

Location: Minneapolis, MN 55408

Hours: 20 hours per week

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 that includes medical/life/ STD/LTD insurance, and personal time off (PTO), retirement plan with employer match program. Employee-paid dental plan 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, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer