

Historic church building

**Kitchen Assistant**

**07/02/2025**

**Community Pantry Kitchen Assistant**

**Role Description**

***‘Food, Free & Friendly’***

This volunteer position is on duty each Thursday during the serving of refreshments, 10am – 1pm. The kitchen is occupied by the **Chef/Food Supervisor** and **Kitchen Assistant**:

the **Front of House** person works outside the kitchen.

This role may include set -up from 9am and possibly sorting of the Oz Harvest delivery as per the roster for that day.

Your supervisor during this period is the General Supervisor/ Manager of the Pantry operations and as regards kitchen tasks, you are directed by the Chef/Food Supervisor on duty. In short you are there to assist the chef.

**Essential: -**

* Ability to work as a team member
* Consult with the chef as to what food has been selected or prepared in advance of Thursday
* Have your current food handling certificate
* Assist in the kitchen with preparation and cooking of food items if requested.
* Respond to instruction and requests of the chef who is responsible for the safe and efficient running of the kitchen
* Be aware as to who are rostered on for the day in other roles. Be familiar with other roles and responsibilities that complement your own for example, the *Front of House* person and *Meet and Greet* roles
* Respond to the *Front of House* (waitresses or waiters) as they serve those seated.
* Left overs may be packaged for busy volunteers or stored for Friday hamper recipients

**Thursday Tasks; -**

* Arrive early to setup and sort OzHarvest goods if rostered on to this position, with the assistance of others.
* Welcome all patrons and interact positively with all volunteers.
* Make sure all suitable **signs** are in view, including the menu on the blackboard, notice about take a Ways, dirty dishes here, donations etc.
* Check the set up of servery area prior to 10am
  + i.e urn is full, tea, coffee, milk in chilled container, sugar etc set up. Rubbish bin for paper, small bowl for tea bags etc
* After 10am respond to requested items by ***Front of House*** volunteers.
* Politely decline takeaways, inform patrons of Friday hampers and deliveries if appropriate.
* Organise and supply *Front of House* with the food items, utensils and serviettes as requested.
* Be conscious of safe work practice especially whilst passing hot items to *Front of House*.

**The tasks below may be undertaken by a second *Front of House* person if particularly busy, The *Front of House* person is responsible to ask the supervisor who is available to step into these role: -**

* Clear tables of used utensils, plates, cups tec.
* Wipe tables between patrons
* Place used items in blue trays provided outside kitchen
* Dirty plates etc can accumulate in trays provided or passed to kitchen assistant.
* Enter kitchen only with the consent of kitchen staff.  
    
  **Your Essential Kitchen Assistant tasks continued: -**
* Convey positive and helpful feedback to the chef.
* Use your discretion as to whether you have opportunity to interact with patrons.
* It is suggested that you have own lunch or refreshments during a lull in service demands before 1pm. A second person may stand in whilst you take a break, ask the supervisor to allocate that person if required.
* If the kitchen staff vacate the kitchen for break or leave early, the *Front of House* person may enter the kitchen to take in dirty dishes to stack or sort.
* THE CHEF REMAINS IN CHARGE OF WHO AND HOW MANY PEOPLE ARE IN THE KITCHEN FOR REASONS OFSMOOTH RUNNING AND SAFETY OF ALL.
* Pay attention to the level of water in the urn, top up with kettle of hot water from Zip water heater if required.   
  **Manage safety aspects of proximity of patrons whilst this occurs with the help of *Front of House***
* Supply extra milk, sugar etc from the kitchen as requested by ***Front of House***

After 1pm the clean-up team is activated.  
  
**Desirable for Kitchen Assistant: -**

* Observing and assisting to provide a happy and safe environment for patrons and volunteers. This applies to the physical and emotional environment for all.
* Every volunteer must expect that incident reports are part of our duty of care for details ask your supervisor or committee member on hand.
* Refer to your supervisor if tasks are beyond your comfort level, time allowance or scope of training.
* Exercise self-care, ask for help if needed.
* Be open to suggested topics relevant to the ongoing training and personal development and the enjoyment of all pantry volunteers
* Share your good ideas with others, we all aim to promote ongoing improvements to our level of service to community
* Suggest possible agenda items for volunteer meetings.
* You are entitled to have days off, if you are unwell or not at your best please stay home and the person in charge of the roster as much notice as possible.

**THANK YOU FOR YOUR SERVICE TO THE PANTRY AND COMMUNITY  
for your information and to achieve smooth running of the service please familiarise yourself with other related roles. Summarised below; -**

The ***Kitchen Clean Up* Person** is responsible for: -

* Removal of any left-over food from hall servery.
* Prioritises the cleaning of dishes and cookware, and additional related procedures.   
  The ***1pm Clean-Up Team* is responsible for:-** .
* Hall, table tops, chairs, floor, bathroom and Pantry Shop clean up

Refer to your supervisor if this role description requires discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required

* Refer to your manager/supervisor if this role description requires discussion, i.e. modification as circumstances change.
* Revisit your initial volunteer agreement and induction process as required

All roles descriptions are retained as Master copies, in the kitchen filing cabinet in a red hardcover folder. These documents are also freely available as digital copies and can be emailed to you by request. Hard copies can also be provided. There is a photocopier in the hall. The link to web site copies is or at the bottom of the site <https://eden.uca.org.au/eden-community-pantry/> or search for “Eden Community Pantry”.

Pam Skelton, chairperson,

On behalf of the Garden of Eden Community Project sub-committee of Eden Uniting Church.