



KITCHEN ASSISTANT

Reports to: Sally A. Thayer, Nutrition Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$14.75 & Based on experience

Job Type: Part Time

Overview/Position Summary

The Club Kitchen Assistant supports the Nutrition Lead and Manager with food preparation, serving meals, inventory, cleaning the kitchen and workflow to optimize success of the Club food program. The assistant is also in charge of setup and break down of the cafe, supports a strong learning environment in the cafe, focuses on hospitality, product quality, and team work and youth development. Kitchen assistant must have flexible availability to accommodate food program events or service hours.

Responsibilities/Skills and experience relevant to this position:

- Build positive relationships with club members, families, and staff members.
- Assists in preparing culturally diverse, nutritious food for club members and club events.
- Verifies that kitchen staff follows all recipes and portions servings correctly.
- Assist with meal count and data tracking.
- Restocks the pantry when necessary.
- Reports potential safety hazards to the supervisor on duty.
- Reports all accidents to the supervisor on duty.
- Routinely cleans the kitchen and café area (dishes, sink, tables, floor, windows, counter tops, and takes out trash, etc.)
- Assist in making sure that all safety and hygiene procedures are being met.
- Provide guidance to Club members and serve as a role model.
- Must have good attention to detail and follows directions well.
- Must have strong communication skills and ability to multitask
- Must complete and keep track of all trainings assigned by Nutrition Manager
- Assist with other duties assigned by BGCGL Nutrition Manager.

Qualification

- Must support Club values
- Education: High School Diploma or an equivalent and 18 plus years of age.
- 1 year experience is preferred but will train the right candidate
- Authorized to work in the U.S.
- **Ability to lift 50 pounds**

Benefits

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to *Sally A. Thayer Nutrition Manager*

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews
- We would like to have selected the candidate by *April 30, 2021*

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.