



Job Description

Job Title:	Kitchen Assistant (IC)
Department:	Meals & Support Services
Reports to:	Cafe Kitchen Manager
FLSA Status:	Non-exempt; Part-time
Prepared By:	D Turner
Prepared / Revised:	5/4/2021
Approved By:	Shannon Stewart
Approved Date:	3/25/2022

Wage: \$15/hour

Overview

In an atmosphere of dignity and respect, Inspiration Corporation helps people who are affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and housing. Since 1989, Inspiration Corporation has assisted thousands of individuals and families affected by homelessness, extreme poverty and recent incarceration each year - serving as a catalyst for self-reliance. Inspiration Corporation programs are voluntary, and all service needs and goals are participant- driven. Our case management philosophy is strengths-based and trauma-informed. Inspiration Corporation practices harm reduction and focuses on reducing or minimizing the harm associated with high-risk behavior through motivational interviewing.

At Inspiration Corporation, employees live this mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

Position Summary

The Kitchen Assistant's key responsibilities are to assist the Cafe Kitchen Manager with running an efficient kitchen during meals, maintaining the cleanliness of the kitchen and bathrooms, and supporting the Cafe Kitchen Manager with facility maintenance tasks.

GENERAL

- Demonstrate Inspiration Corporation's Core Values.
- Exhibit professionalism and high standards in all aspects of performance.
- Ensure the efficient and effective provision of meals with dignity and respect in accordance with the agency's mission.
- Work with all departments as appropriate to ensure that the needs of the agency's participants are addressed.
- Attend department and agency meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Must demonstrate Inspiration Corporation's Core Values.
- Uphold Policies and Procedures of Inspiration Corporation.
- Assist Cafe Kitchen Manager when in need of help with preparation of meals.
- Wash/dry dishes and other kitchenware thoroughly and at a pace that is appropriate (as determined by supervisor).
- Together with Cafe Kitchen Manager, maintain the cleanliness of kitchen, storage area and other areas as directed by supervisor.
- Maintain a safe environment inside kitchen and throughout facility.
- Clean bathrooms at intervals determined by supervisor.
- Accomplish daily, weekly and monthly tasks as assigned by supervisor.
- Determine appropriate priority level for each task assigned.
- Keep all kitchenware and chemicals organized and in proper places.
- Be proactive in approach to pest control with guidance from Cafe Kitchen Manager.
- Receive and appropriately store all deliveries from vendors and donors.
- Report needs of essential working supplies within a 3-business day notice.
- Be proactive in monitoring projected hours within week (Monday through Sunday) to never exceed 30 hours.
- Be flexible with hours for special events throughout the year.

SUPERVISORY RESPONSIBILITIES: This position will oversee volunteers that offer to assist with the facilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION, EXPERIENCE & SKILLS: Strong commitment to personal and professional development required. Excellent communication and assessment skills, ability to work effectively in a team environment. Obtaining and maintaining a valid City of Chicago Food & Sanitation License required (Inspiration Corporation will cover costs of training and licensing). Experience working in the food service industry preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is regularly required to stand. The employee must regularly lift and/or move up to 50-60 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work shifts will vary, are not to exceed over 30 hours per week and are determined by the Cafe Kitchen Manager. Attends evening, weekend, and early morning meetings and functions as required.

Inspiration Corporation is an equal opportunity employer.

To apply, please sent resumes to Damien Turner, Kitchen Manager, at dtturner@inspirationcorp.org