

Title	Kitchen Helper	Location	North Slope	FLSA Status	Non-exempt
Reports to	Head Cook	Point of Hire	Anchorage	Starting Pay	DOE
Schedule	3 on 3 off	State	Alaska	Type of position	Rotational/Seasonal

JOB SUMMARY

This position performs a variety of cleaning, maintenance, food preparation, stocking, and serving duties in a commercial kitchen, storeroom, dining, or serving area. Works under direction of the Head Cook performing in accordance with AC&SS mission, vision, and values as well as departmental policies, practices, and procedure. Must pass pre-employment drug test, criminal background check and post-offer physical assessment.

Note: May be referred to as a Night or Day Kitchen Helper, Dishwasher or Cleaner. May be combined with other position duties such as a Sandwich Maker or Pantry.

REQUIRED QUALIFICATIONS

- One year of work experience or 6 months documented vocational training sufficient to demonstrate knowledge of cleaning equipment, food preparation, and general cleaning processes or a suitability for this type of work.
- State of Alaska Food Worker Card (<http://dec.state.ak.us/eh/fss/>)
- Able to proficiently speak, read, understand, and write English

DESIRED QUALIFICATIONS

- High school diploma or equivalent
- Current ServSafe certification

ESSENTIAL FUNCTIONS

- Utilize proper equipment and utensils
- Assemble and serve food to customers, replenishing food as needed
- Provide quality customer service
- Work with catering department to prepare or deliver food items
- Promote, establish and maintain a safe work environment for all employees and clients
- Ability to work in a constant state of alertness in a safe manner
- Assists cooks and others as needed and coordinates one's own activities with other's in a food service area.
- Maintains a variety of products at certain levels in preparation, serving, or storage areas including service machines.
- Unload supplies and small equipment from storeroom area and pot area
- Stocks various food service areas with various products and materials.
- Cleans and sanitizes dishes, utensils, pots, pans etc. and places in assigned storage areas in an organized and orderly manner.
- Washes objects by hand or with cleaning equipment.
- Cleans, sweeps, wipes down, etc. all general dining, kitchen, or storage areas (in some cases), spike rooms, and equipment as well as all floors. Removes garbage from assigned areas.
- Assists with various periodically scheduled large cleaning projects.
- Sets up, breaks down, and cleans tables, snack bars, display cases, serving lines, etc.
- May occasionally prepare food or cook vegetables, , entrees, coffee, sauces, meats, etc. according to instructions

- Willingness to work at various locations as required
- May also be referred to as a Night or Day Kitchen Helper, Etc. May also be occasionally referred to as a Dishwasher or Cleaner.
- May also be combined with other position duties such as a Sandwich Maker or Pantry.
- Others duties as required.

WORKING ENVIRONMENT

The employee will be required to live and work in a remote and confined workspace for extended periods of time and exposure to work assignments consisting of rotating shifts up to six weeks on/two weeks off schedule and 12 hour days for a minimum of 14 days straight and able to work day or night shifts as required. The majority of the work is performed in a remote setting with a wide variety of people in differing functions, personalities and abilities. Must be able to travel in all means of air and ground transportation commonly used in remote Alaska. Exposure to cleaning chemicals and solutions

PHYSICAL DEMANDS

The employee's work requires routine walking, standing, bending and carrying items weighing up to 50 pounds. There is a lack of immediate access to critical medical services as well as urban community services.

SAFETY

Adhere to safety policies, practices and procedures. Maintains liaison with safety personnel on various safety policies, practices and procedures to assure information exchange, mutual assistance and an enhanced positive safety culture. Instructs, provides guidance and training to assigned staff regarding safety policies, practices and procedures, utilizing proactive methods. Enforce penalties for infractions of safety policies, practices and procedures. Actively participates in behavior and commitment based safety program and supports safety goals by planning, implementing, and coordinating policies, practices and procedures to reduce or eliminate occupational injuries, illnesses, deaths, and property damage. Coordinates safety activities of assigned staff and conducts multiple safety meetings to ensure daily operations are in compliance with company and client safety requirements. Disseminates information to assigned staff, other housekeeping and departmental locations regarding workplace hazards and or other safety information. Monitors, records and provides documentation on safety related issues in the workplace. Identifies, appraises, resolves, and / or appropriately reports conditions which could produce injuries, illnesses, and property damage. May assist in investigation of