



JOB DESCRIPTION

TITLE: Kitchen Assistant

DEPT: Food Service, Support Services

REPORTS TO: Food Service Director

FLSA: Non-Exempt

SALARY: \$35,631. - \$37,248.

POSITION SUMMARY:

Position is a leadership role to provide excellent service, meal planning and execution to customers in a smooth and cooperative atmosphere. Customers include cafeteria guests, prepare meals for ELC and ELC employees, and guests for various catering events. This position is a mid-shift and can include some Saturday s for events being held on campus. Would assist in closing the café daily. Maintain a clean and safe working environment for staff and guests.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and enrolled students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Leading and assisting other employees to keep a team spirit of cooperation and safety.
5. Stocking the varied and numerous items in the kitchen
 - a. Keeping food stocked for the various items needed to maintain the weekly menus.
 - b. Keeping paper products stocked (i.e., cups, plates, napkins, etc.)
 - c. Candies / Bottled Drinks / Chips and Snacks
 - d. Sandwich/Salad bar
6. Wash dishes, pots, and pans.
7. Maintaining the cafeteria tables and counters in an orderly & clean manner.
8. Assist customers in the café and at private events.
9. Preparing food for cafeteria customers, catering events, and/or the Early Learning Center. Event preparation and making sure things are done for the event(s)
10. Cleaning all equipment, knowing how all equipment works.
11. Working through food prep list daily (e.g., thawing food that is needed for the next day's menu)
12. Help to maintain sufficient par levels of supplies by noting when items are low and ordering.

13. Sweep & mop floor.
14. Follow instructions from supervisor as well as able to give instructions to work study employees.
15. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Current Food Handlers card.
2. The position requires LIFTING of heavy boxes and pots. Also, standing for long periods of time is required. There may be need to push carts across campus or drive either the “Easy-Go-Cart” or another vehicle to get food to the required location. The ability to accommodate customers in a pleasant and courteous manner is required.
3. Short order or fast-food experience is recommended. The position is fast paced and requires the ability to do multiple tasks at the same time.

BENEFIT PACKAGE (benefit eligible is at least .75 FTE):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE:

Applications-Required information please include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application | Link: [HU Application](#)

Review of *complete applications submitted*, with the listed above, will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.