



Job Opportunity

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Position:
Assistant Kitchen Manager

Location:
Lemon Grove, California

Posting Date:
April 15, 2010

Description Salary Range: \$14.36 - \$17.95 hr.

Who We Are Looking For

Our unique environment requires employees with a spiritual nature who align themselves with our Mission, Values and Principles and who understand that as a 24/7 facility, there is a need to be open to a flexible work schedule, including weekends, evenings and some holidays. If you have a passionate calling and commitment to serving others with a spiritual foundation who is a team player that has yearned for a career that would give you an opportunity to make a difference by helping and being of service to others then apply today!

Position Overview

Responsible and accountable for the overall operation of the kitchen in the absence of the Kitchen Manager. Oversee receiving of produce, linen and any items needed for the overall smooth operation of the kitchen. Will ensure preparation of non-cooked food items and cleanliness of the kitchen; ensure the timeliness of meals and plate presentation represents that of the highest quality and standards. Oversee that the staff is working effectively and efficiently, ensure proper operation of the kitchen equipment and assist in the quality of service that is given to our guests.

Responsibilities

- Assist in the supervision of the kitchen personnel in the performance of daily tasks including shifting schedules, coordinating and assigning work and training.
- Supervise staff to ensure that they are properly trained and that ongoing and effective communication to the Mission's guests is maintained.
- Oversee daily kitchen operations and timely serving of food to guests; three meals per day & assist kitchen staff with meal decor and aesthetics & kitchen cleanup.
- Oversee ordering and deliveries of produce, linens and any other delivery items needed for the overall smooth operation of the kitchen.
- Prepare raw vegan food in accordance with prescribed recipes and serve on a timely basis.
- Prepare fermented and dehydrated foods; grow sprouts, cut, peel, and juice raw vegetables.
- Plate and examine food items for completeness and appearance and store left over food in the refrigerator.
- Clean food preparation equipment, dishes, silverware, glasses, sinks, shelves, floor, dining room and walk-in refrigerator.
- Greet guests and respond promptly and appropriately to guests' needs, questions and concerns.
- Complete administrative tasks, as requested.
- Follow and adhere to all safety standards and policies of OHI; Comply with health and safety regulations for food preparation and kitchen operations
- Observe safety and security procedures; Reports potentially unsafe conditions.

Qualifications

- High school diploma or GED
- Must be able to read, write and speak English clearly
- Two (2) or more years food preparation experience in a fast-paced hotel, resort, residential or healthcare environment
- One (1) or more years supervisory experience
- Two (2) or more years experience with kitchen procedure & equipment
- Must be able to frequently lift up to 35lbs and occasionally move and/or lift 45 lbs.

We offer a rewarding non-smoking, drug-free work environment and a competitive benefits program. Join a faith-based organization committed to your

