

## Position Description



Title: Kitchen Assistant – Dining Services  
Date: May 2022  
Reports To: Culina Manager

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**BASIC FUNCTION:** This position is responsible for assisting the head cook with prep work and cleaning of the kitchen in support of the mission of the Shrine of Our Lady of Guadalupe and in service to the many pilgrims who visit the Shrine.

**PRINCIPAL ACCOUNTABILITIES include but are not limited to:**

1. Ensures that a high degree of hospitality is given to each pilgrim and employee.
2. Assists in creating a work environment which manifests the mission of the Shrine.
3. Ensures cleanliness of kitchen, storage, and walk-in coolers and freezers. Follow all *Safe-Serve* and county health department regulations.
4. Assist head cook in preparing all food ordered; including but not limited to orders off the menu, daily soups, daily specials, weekend buffets and group special orders. Ensure food is served in a timely manner and with excellent presentation. At the end of the day, ensure food is prepped for the following day.
5. Assist head cook in maintaining proper inventory for all food and supplies, including but not limited to ordering food, performing monthly inventory control, and pricing checks; checking-in all shipments from vendors and ensuring all products are received and are of acceptable quality.
6. Fulfills other duties as assigned.

**QUALIFICATIONS:**

Previous experience in various aspects of kitchen operations, cost control, and supervision is preferred, but not necessary. A positive attitude and excellent interpersonal and communication skills are needed. The incumbent must also be able to interact with pilgrims and discuss/explain the apparitions of Our Lady of Guadalupe and other religious aspects of the Shrine. Knowledge of safety precautions common to the food service trade and knowledge regarding hygiene and sanitary precautions common to the food service trade is necessary. The ability to read and understand instructions and recipes is necessary. The ability to perform under pressure is necessary.

## **TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Must be able to stoop, sit, stand, push, pull and stretch consistent with restaurant kitchen environment.
- Must be able to lift 50 – 75 pounds.
- Operate and clean a variety of specialized food service equipment, i.e., coffee maker, deli meat slicer, mixers, etc.
- Culina Mariana will provide one chef coat to be always worn when working in the kitchen. The coat is the property of Culina Mariana and should be returned at the end of your employment. If you would like to purchase additional chef coats you are able to do this through Culina Mariana. It is your responsibility to ensure the chef coat is kept clean and in good condition.

Approved:

Personal Committee

Board of Directors – Personnel Committee Report