

**Solana Beach Presbyterian Church**  
Position Description – Kitchen Aide  
Part time, Non-Exempt, 20 Hours per Week

Purpose:

To clean and organize the main SBPC kitchen in such a manner that meets safety requirements. To help during meal preparation for the major programs of the church, including heating of already cooked food, for regularly scheduled, occasional, and special events.

Classification:

Part Time, non-exempt

Accountability:

Facility Director

Minimum Qualifications:

US citizen or authorized to work in the US

California Food Handlers Certificate requested or has the ability to test and obtain the CA Food Handlers

Requires flexibility of time and days of week

Requires work on Sundays and holidays

Able to work in a fast pace atmosphere with minimal supervision

Must be able to understand verbal and written directions in English

Must be able to run large kitchen machinery such as dishwasher, stove, oven, coffee maker, washer & dryer

Good physical health:

- Ability to push or pull equipment-such as food carts and mop buckets up to 50 pounds, ability to stand or walk up to 8 hours a day, ability to lift or carry 35 pounds, ability to stand on short ladder and reach overhead, ability to meet other specific physical requirements (second page)

Primary Duties and Responsibilities:

Maintain the cleanliness and organization of the Debin Hall kitchen. Heat already cooked food items for events.

Assist with cleaning and clearing during major programs of the church, regularly scheduled, occasional, and special events.

Specific duties include but are not limited to:

- Prepare and present Sunday morning hospitality of coffee and donuts
- Assist setting up food events with other staff or caterers, specifically for Wednesday Senior Center
- Prepare beverage service and setup upon request
- General cleaning and clearing of kitchen items during events
- Assist in storing delivered goods from vendors
- Organize and prepare linens for pickup
- Wash, dry & fold additional serving table linens and other items as needed
- Maintain organized pantry
- Maintain refrigerators and freezer
- General cleaning of the Debin Hall kitchen
  - Clean and sanitize sinks, countertops, food carts and food prep tables
  - Use professional dishwasher
  - Sweep and mop floors, removing mats, hosing off mats
  - Clean stove, ovens and microwaves
  - Clean refrigerators & freezer
  - Remove trash and recycled items to outside bins
- Ensure compliance with the requirements of the San Diego County Health Department
- Follow safety and hygiene practices in accordance with the San Diego County Health Department

### Analysis of Physical Demands

Key (Based on typical week):

N=Never

R= Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F= Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<b>Lifting/Carrying</b>						<b>Twisting/Turning</b>					
Under 10 lbs					✓	Reach over shoulder					✓
11-20 lbs				✓		Reach over head			✓		
21-50 lbs			✓			Reach outward					✓
51-100 lbs		✓				Climb			✓		
Over 100 lbs	✓					Crawl			✓		
						Kneel					✓
<b>Pushing/Pulling</b>						<b>Twisting/Turning</b>					
Under 10 lbs					✓	Squat					✓
11-20 lbs					✓	Sit			✓		
21-50 lbs				✓		Walk-Normal Surfaces				✓	
51-100 lbs			✓			Walk-Uneven Surfaces					✓
Over 100 lbs		✓				Walk-Slippery Surfaces					✓
						Stand					✓
						Bend					✓
<b>Driving</b>											
Automatic Trans											
Standard Trans											
<b>Other</b>											
Keyboard/Ten Key			✓								
Fingering (fine dexterity)					✓						
Handling (grasping, holding)					✓						
Repetitive Motion - Hands					✓						
Repetitive Motion - Feet					✓						