

## Town of Perinton

<b>Job Title:</b>	Kitchen Assistant	<b>Reports to:</b>	Chef
<b>Department:</b>	Recreation and Parks	<b>FLSA Status:</b>	Hourly Non-Exempt
<b>Location:</b>	Perinton Community Center 1350 Turk Hill Road, Fairport	<b>Hourly Range:</b>	\$18.77/hr

### Job Summary

This is a part-time, 20 hour/week food service position responsible for supporting the chef to produce a daily lunch for the 55+ program and Perinton Community Center (PCC) patrons. Duties and responsibilities will revolve around this main task. The individual will participate in food production and collaborate with the chef. Typical work hours are Mon – Fri, 9am – 1pm and one to two evenings a month.

### Job Description

#### ROLE AND RESPONSIBILITIES

- The Kitchen Assistant will participate in food production and collaborate with the chef.
- The individual will have diverse knowledge of kitchen equipment such as knives, mixers, fryers, and convection ovens, and be willing to learn about equipment and techniques they are not yet familiar with.
- They will participate in the cleaning of kitchen appliances, ovens, dishes, and pans. When deliveries arrive, the Kitchen Assistant will help unload supplies and organize the stock room.
- Following food regulations, the Kitchen Assistant will work to keep the kitchen clean and comply with food safety standards. They will wash, peel, and prep food ingredients according to the direction of the chef. The Kitchen Assistant will observe cooking times and temperatures and be able to follow standard recipes for consistent results.
- As needed, the Kitchen Assistant will help in the design of the food menu, inventory, and management of supplies. They will be empowered to solve problems that arise and take control of issues in the kitchen.
- The Kitchen Assistant will oversee and supervise the work of volunteers, as well as work alongside them to accomplish daily goals of putting out a tasty, wholesome, quality lunch.
- The Kitchen Assistant will possess strong interpersonal skills, a fondness for humanity, and a positive disposition.
- Assist with the distribution of meals when needed.

#### KNOWLEDGE, SKILLS & ABILITIES

Good knowledge of the proper methods for preparing, cooking and serving quality food in large quantities and for storing and preserving food; good knowledge of the principles of nutrition and a balanced diet; good knowledge of the proper care and operation of kitchen utensils, equipment and appliances; good knowledge of the sanitary and safety principles and practices applicable to food production and serving; working knowledge of cleaning methods and the use of cleaning supplies for appliances, equipment and food preparation and serving areas; ability to plan, assign and review the work of others; ability to establish and maintain effective relationships with others; ability to maintain an inventory; record keeping ability; ability to follow menus, recipes and simple oral and written directions; resourcefulness; cleanliness; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration, plus one (1) year of paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food; OR,
- B) Graduation from high school or possession of a high school equivalency diploma, plus three (3) years of paid full-time or its part-time equivalent experience in the preparation and cooking of a complete

menu of foodstuffs for consumption on a large scale for a restaurant, hotel or institution, other than short order or fast food, OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Where the educational requirement is not met, additional experience as described in (A) may be substituted on a year-for-year basis.

**SPECIAL REQUIREMENTS**

- Valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation need of the job

<b>Posting Dates</b>	January 15, 2026 – until position filled	
<b>Email Cover Letter &amp; Resume</b>	Diane Gibson, Recreation Supervisor 55+ program dgibson@perinton.gov	