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300 W. Lanikaula Street  
Hilo, HI 96720  
808-935-3721

<https://islandofhawaiiymca.org/>

## **Kitchen Helper Position Description**

**DEPARTMENT:** Kitchen – Food Service

**SUPERVISOR:** Kitchen Manager

**LOCATION:** 300 W Lanikaula Street, Hilo, Hawaii

### **OVERVIEW**

The Kitchen helper will assist with kitchen duties as directed by the kitchen manager. The job requires approximately 30 hours per week.

### **RESPONSIBILITIES and DUTIES**

Assist the Kitchen Manager as directed. Order supplies, food and ingredients based on rapidly shifting demand. Hire and train kitchen staff in specific stations, and cross-train as necessary. Create schedules for kitchen staff to ensure there are always enough workers to meet the demand, particularly for the lunch rush. Maintain inventory levels and conduct full weekly inventory. Schedule and oversee necessary maintenance and repairs on kitchen appliances.

### **QUALIFICATIONS and SKILLS**

1+ years' culinary experience. Ability to work well under pressure and in a fast-paced environment, Excellent written and oral communication skills. Capable of conducting and assessing restaurant inventory. Willing to work a flexible schedule. Experience with kitchen prep and dish washing.

### **Salary expectations**

Hourly positions, with an average income of \$11.00 per hour.

Proof of COVID-19 vaccination is required for employment with the YMCA.

Dated: 04-07-2021