



Island of Hawai'i YMCA

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

<https://islandofhawaiiymca.org/>

Position Description

Position Title: Kitchen Helper

Reports to: Kitchen Manager or CEO

Work Hours: Varies, early mornings to early afternoon hours

POSITION SUMMARY:

The kitchen helper will assist with kitchen duties as directed by kitchen manager to prepare ingredients for breakfast, lunch & daily as required. Approximately 25-30 hours per week – early morning to early afternoon hours.

REQUIRED SKILLS AND KNOWLEDGE:

- 1+ years of culinary experience preferred.
- Food Preparation skills, ability to use kitchen appliances, knowledge of cooking techniques and measuring ingredients.
- Able to work a flexible schedule.
- Organizational skills, maintaining clean workstations, keeping track of inventory and ensuring supplies are available.
- Lift 30-50 pounds
- Positive attitude. Maintaining a friendly and helpful attitude.
- Must be 18 years of age with a valid photo ID.

WORKING CONDITIONS:

Exposed to hot and cold temperatures, such as when working near ovens or retrieving food from freezers & refrigerators. Fast paced; requires standing for long periods of time. Early morning start time. Bending over to wash dishes, using step ladder.

RESPONSIBILITIES:

Assist kitchen manager as directed. Cut, clean, and prepare food for breakfast, lunch and 2 snacks daily for youth day camp programs. Clean and organize the kitchen daily. Meal prep for upcoming meals. Sort, organize and put away dried goods, vegetables, ingredients accordingly. Wash dishes,

pots, pans. Place cooked food onto food trays/plates for meal service according to meal count.

JOB DUTIES:

- Provide a safe work and clean work area
- Food preparation assists with chopping, peeling and washing fruits, vegetables, meats, etc.
- Cook food and plate food to be served to youth accordingly.
- Cleaning and sanitizing dishes, cleaning surfaces, maintaining clean floors and disposing of trash
- Stock supplies, organize storage areas making food accessible in refrigerators and dry storage areas.
- Maintaining kitchen equipment keeping it clean and ready to use
- Set up serving stations for events when needed
- Other related duties

Last updated: 01-28-2025