



JOB DESCRIPTION CHEF ASSISTANT

INTRODUCTION

Join a wonderful community of amazing people working to help keep seniors well nourished. J-Sei seeks a prep cook to assist with the preparation of Japanese lunches for our fast-growing senior congregate and home-delivered meal program. Duties include assisting the chef with the preparation of ingredients and helping to maintain a clean and orderly kitchen. This position requires the ability to work in a fast-paced environment under the direct supervision of the chef. This is a non-exempt position that does include vacation/sick time benefits and a 75% employer contribution towards your health care insurance premium if you select a health plan within J-Sei's benefits package. This 30 hours per week position is located at J-Sei, Inc. 1285 66th Street in Emeryville.

NUTRITION PROGRAM DUTIES AND RESPONSIBILITIES

1. Days/times of shifts may vary, must be flexible.
2. Works to prepare ingredients for lunch service and maintain a clean, orderly, and sanitized kitchen.
3. Working and communicating within a team and multiple volunteers.
4. Must have general understanding of food preparation fundamentals and have proficient knife-handling skills.
5. Must be able to work independently and follow a prep list.
6. Must be able to wash, peel, and chop fruits and vegetables according to the specifications of the chef.
7. Must be able to lift over 50 pounds on a regular basis.
8. Know and comply consistently with food safety and sanitation guidelines.
9. Must have, or will attain within the first month of hire ServSafe Food Handlers Card. Training is provided.
10. Other duties as requested by the Chef.

KITCHEN FACILITY MANAGEMENT

1. Maintain kitchen in a safe and clean manner consistent with county health standards
2. Notify supervisor of any supply, equipment or maintenance needs.

REPORTING RELATIONSHIP

The Chef provides overall supervision of the position. Evaluations are conducted by the Chef and Senior Nutrition Program Manager.

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1285 66th Street | Emeryville, California 94608

P: (510) 654-4000 | F: (510) 654-4011 | www.j-sei.org



QUALIFICATIONS

1. Minimum one-year of kitchen experience in a restaurant or institutional kitchen.
2. Strong communication, listening and people skills necessary to project and promote the J-Sei mission to seniors, volunteers, and general community.
3. Experience working independently.
4. Ability to quickly adapt to changing conditions and maintain composure in a fast-paced unpredictable environment.
5. Ability to multi-task and prioritize multiple day-to-day operations in a fast-paced environment.
6. Ability to stand and walk for an extended period of time.
7. Ability to reach, bend, and frequently lift up to 50 pounds.
8. Regularly required to use hands and frequent washing of hands.

To Apply:

Please email your cover letter and resume to Sianne@j-sei.org. Applications will be accepted until the position is filled.

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