



JOB DESCRIPTION CHEF ASSISTANT

Organization: J-Sei, Inc.

Location: 1285 66th Street, Emeryville

EMPLOYMENT OVERVIEW

- **Status:** 30 hours per week
- **Salary:** \$22-\$27/hour
- **Benefits:** Partial health benefits, paid sick leave, holiday pay, vacation time
- **Reports To:** Chef & Senior Nutrition Program Manager
- **Schedule:** Monday-Friday, 7:00 am-1:00 pm

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 and sous 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.

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 with multiple volunteers.
4. Must have a 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. Other duties as requested by the Chef and Sous 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.

SKILLS & QUALIFICATIONS

- **Experience:**
 - Minimum one-year of kitchen experience in a restaurant or institutional kitchen.
- **Professional qualities:**
 - Strong communication, listening, and people skills necessary to project and promote the J-Sei mission to seniors, volunteers, and the general community.
 - Experience working independently.
 - Ability to quickly adapt to changing conditions and maintain composure in a fast-paced unpredictable environment.
 - Ability to multi-task and prioritize multiple day-to-day operations in a fast-paced environment.

ESSENTIAL REQUIREMENTS

- **Physical Demands:**
 - Ability to stand and walk for an extended period of time.
 - Ability to reach, bend, and frequently lift up to 50 pounds.
 - Regularly required to use hands and frequent washing of hands.
- **Legal/Safety:**
 - Must pass a criminal background check
 - Must have, or will attain within the first month of hire ServSafe Food Handlers Card. Training is provided.

HOW TO APPLY:

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