

**Job Title:** Evening Shift Kitchen Worker

**Department:** Food Service

**Reports to:** Evening Shift Kitchen Supervisor

**Key Areas of Responsibility:**

- Assist in preparing, cooking, and serving food safely and efficiently and in accordance with Capon's standards.
- Assist in cleaning and sanitizing all kitchen areas and equipment.
- Sets up pre-dinner and after dinner refreshments. Cleans and replenishes as necessary.
- Prepares and serves all food items, including main dishes, vegetables, sides, and desserts, as directed in a sanitary and timely manner.
- Serves beverages and desserts for meals served on the hill. Clears tables and preps dinner trays for washing.
- Assists in clearing soiled dishes (China, glassware, and silverware) from the dining room and taking them to the dishwasher area.
- Assists dishwasher by scraping plates and stacking and organizing soiled dishes.
- Washes pots, pans, silverware, and utensils by hand.
- Dries and stores clean dishes in correct location.
- Organizes and stores food items after dinner.
- Sets up coffee and tea in the living room after dinner.
- Operates standard kitchen equipment safely and efficiently.
- Cleans and sanitizes all kitchen areas including table and counter tops, and sinks.
- Sweeps and mops floors and empties trash.
- Restock items as needed throughout the shift. Refills condiments.
- Other duties as assigned by the Evening Shift Supervisor.

**Education:** High School Diploma or equivalent preferred.

**Experience:**

- Previous experience in a food service environment preferred.

**Training:**

- StateFoodSafety Certification in WV.

**Knowledge and Characteristics:**

- Ability to work in a fast-paced environment.
- Must be able to lift up to 30 lbs. with assistance.
- Ability to maintain professional, courteous working relationships with co-workers.

**Tools/Equipment Used:**

- Kitchen ware (knives, peelers, etc.)
- Dishwasher
- Meat or bread slicer
- Coffee maker
- Utility/kitchen cart
- Coffee maker

**Terms of Employment:****Working Conditions:**

This is a seasonal position from mid-April until mid-November with spring cleaning typically beginning in early to mid-March. Normal evening shift hours will be early afternoon (3 – 4 pm) until all tasks are completed (Typically 10-11 pm). Days will vary but will include weekend and holiday work during the season. This is an hourly, full- or part-time position. Work will be in a small, hot environment. Starting rate of pay is \$10-12 per hour based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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