

Highlands Swim and Tennis Club

2017 Employment Opportunities

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Job Title: Kitchen Assistant

Location: Kitchen

Position Type: Full-Time and Part-Time

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Applications Accepted By:

[hstc.turtleshell@gmail.com](mailto:hstc.turtleshell@gmail.com)

Subject Line: 2017 Kitchen Employment Kitchen Assistant

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#### Job Description

Prepare milk shakes, smoothies, lemonade and iced tea, maintain soda inventories and assist in the kitchen staff as needed.

#### Responsibilities:

- Understand, comply and practice safe food handling when performing duties.
- Prepare all drinks to standards and procedures in a timely manner.
- Properly prepare, wash, clean, store and label all food items for food safety and shelf life standards.
- Maintain a clean sanitary workstation area including all equipment, utensils, tables, shelves and refrigeration.
- Clean, organize, and maintain refrigerators, cooler drawers, and related prep and dry storage areas.
- Keep inventory of all essential items and stock/restock food products at all times to assure smooth service.
- Follow recipes, portion control and presentation set.
- Assist in food prep assignments during off-peak periods as needed.
- Open and close your station properly and follow the checklists. Assists others in opening and closing the kitchen.
- Function in a fast-paced high pressure busy environment as part of a team.
- Assist in an entire team effort and be respectful of peers and co-workers.
- Conduct yourself (act and dress) professionally at all times.

#### Qualifications and Education Requirements:

- Minimum age 16.
- Ability to be organized in a changing and quick paced environment.
- Ability to maintain a calm professional demeanor during periods of uncertainty and crisis.
- Ability to stand during entire shift.
- Strong communication skills.
- A team player.