



13767W County Road B
Hayward, WI 54843

Job Description

Job Title: Kitchen Helper
Department: Food & Beverage
Reports to: Buffet & Line Shift Supervisor
Pay Range: Grade 1

Basic purpose or function: This position provides assistance where needed in the Kitchen while maintaining the established quality and sanitary standards

Job Responsibilities:

- Must swipe in and out with the assigned time card.
- Must sign in and out on the Food Service sign in and out sheets.
- Change in to provided uniform including hairnet and white cap.
- Wear badge on the left side of shirt.
- Always maintain sanitary measures including continually washing hands use of food service gloves, proper rotation of food stores.
- Reports to supervisor on duty for daily assignment.
- Daily assignment may include dish machine operator, carver, prep cook, line cook, food runner.
- Prepare and maintain equipment following demand, quality control and sanitation. Report any malfunction to the Food Service Director
- Open work station for appropriate service times.
- Prepare food items as directed by supervisor.
- Set up, maintain (report items needed to replenish food line), and close Buffet line for appropriate service times.
- Maintain a clean and neat work area following sanitary measures
- Maintain constant team work.
- Carve menu items per established portions.
- Operate dish machine following sanitary standards
- Complete any other duties as directed
- Maintain communication with Food Service Director.
- Report any incidents to Food Service Director and Shift Manager.
- Safeguard assets located within Department
- Report any suspicious activities to Food Service Director
- Maintain daily reports.

Minimum Qualifications:

- Ability to follow directives
- Minimum of 18 years of age
- Positive attitude
- Flexible Schedule
- Organized, detail orientated, and accurate
- Sanitation training
- Must be able to lift fifty pounds, stand, and bend one hundred percent of the time.
- Neat in appearance and personal hygiene

Native American preference applies to all candidates for this position.