

ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

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| Opening Date: | March 6, 2020 | Closing Date: | Until Filled |
| Position: | <u>Food Service Kitchen Helper</u> <u>(Temporary)</u> | Reports to: | Food Service Manager |
| Salary/Wage: | Grade 5; \$23.25 – \$25.67/HR DOE | Department: | Dietary |
| Hours: | Varies time based on schedule | Location: | SSMH/ASNA |

Brief Summary:

This position is responsible for the overall cleanliness and sanitation of the kitchen and the dining areas and ensuring that the hospital's sanitation and infection control policies are followed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- High School Diploma or general education or (GED) required;
- 1-2 years kitchen experience preferred
- Must have or be able to attend and pass various training requirements related to hospital safety, infection control and dietary certification within one (1) year of employment.

Certification and Licensure:

- Safe Food Handler's Card
- National Restaurant Associations Managers Serve Safe Certification within 5 years of employment.

Essential Job Functions:

- Perform defined work routines, using various dietary utensils, supplies and equipment as assigned by the Manager of Food Service. Assist the cook with food preparation as needed.
- Wash and sanitize dishes, silverware pots, and pans.
- Wash and clean ovens, oven tops and stove tops.
- Take apart mixers, slicers and other kitchen equipment to wash, sanitize, reassemble and store for next use.
- Sweep and mop kitchen floors and dining areas after meals.
- Scrub kitchen mats.
- Clean refrigerators and freezers, reach-in and walk-in units.
- Take out garbage, and clean and sanitize garbage cans.
- Keep janitor's room clean and orderly.
- Maintain store rooms in clean and orderly conditions, using 'FIFO.'
- Put away freight
- Deep clean all rooms pertaining to the dietary department; to include washing walls, baseboards, cabinets, etc.
- Help serve meals to the patients and staff.
- Help cook prepare meals for patients and staff.
- Perform other duties as assigned by the cook in charge.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.