

Job Description Food Runner/Utility Worker

Summary of job:

To keep the food line stocked with product. Keep the kitchen in a clean and sanitary fashion. Keep all storage areas clean and organized to state health care standards.

Principal Responsibilities:

- Set hot food line up and keeps it stocked during meal production helps serve as needed
- Organizes milk/juice for drivers- pack coolers for drivers
- Keeps work area and kitchen clean and organized
- Wipes counters and cleans sinks
- Wipes down warmers where bulk food is kept
- Sweeps and mops floors daily and as needed
- Washes, rinses, and sanitizes all dishes as needed
- Takes out trash and cardboard
- Cleans spills up quickly
- Cleans, sweeps and mops kitchen and all kitchen areas
- Cleans and sanitizes ice machine
- Fills hot and cold food bags correctly and transports to pick up area for volunteers
- Puts food order away in a timely manner
- Rotates stock FIFO (First in, first out)
- Maintains consistent, regular attendance record
- Cleans and sanitizes hot bags and cold coolers at least twice a month
- Help with prep work for next day's meal
- **Perform other related duties**

Job Requirements:

- Ability to lift up to 25 pounds
- Ability to stand for long period of time
- Ability to communicate shortages or bad product to the supervisor
- Ability to work with other employees

Working Conditions:

- High volume, fast paced
- Wet, hot or cold environment
- Noisy environment

Mandatory Requirements:

- Must have proper documentation for all federal and state forms
- Must be eligible to work in the U.S.