

Kitchen Porter/Steward Job Description

Position Title	Department/Ministry/Location
Kitchen Porter/ Kitchen Steward	
Supervisor Position Title	Weekly Hours
Food Services Manager	10-15
Position Status/ Classification	Ministerial Status
Part-time Non-exempt	Non Ministerial

Position Summary:

A Kitchen Porter, or Kitchen Steward, assists other kitchen staff like Cooks, Chefs, Supervisors or Managers. Their primary duties include cleaning the kitchen equipment and organizing food and other items in the stockroom.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Supporting the Chef in basic food preparation like cutting ingredients, peeling, and washing food items
- Assisting Chef, kitchen assistant, cooks and other kitchen team staff as needed
- Cleaning and sterilizing countertops, kitchen walls, stoves, ovens, grills, and sinks
- Cleaning the entire kitchen once it is closed to ensure it is ready for the next day
- Maintaining the food storage areas like freezers and refrigerators
- Help with receiving of deliveries and organizing them in the kitchen
- Washing dirty dishes like cutlery, pots, cutting boards and pans and loading dishes into the dishwasher
- Removing kitchen waste from waste containers and disposing of them properly
- Cleaning and maintaining cooking equipment like cookers, pots and food mixers

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Previous experience in a commercial kitchen a plus

Knowledge and Skills

- Dependable and hard-working
- Teachable

Licenses, Registrations, and Certificates:

- Current WA State Food Handler's certificate

Spiritual Requirements:

- Regular involvement in a Christian church.
- Signed acknowledgement of Eastridge Church's Statement of Faith.
- Signed acknowledgement to policies and procedures as stated in Eastridge Church's employee handbook.

Physical Requirements:

- Prolonged periods of standing and working in a kitchen.
- Exposure to extreme heat, steam, and cold in a kitchen environment.
- Must be able to lift up to 15 pounds at times.
- Manual dexterity to wash dishes and kitchen equipment.

Employment At-Will:

All employees of Eastridge Church are at-will, and as such, are free to resign at any time without reason. Eastridge Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description, or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor, or employee of Eastridge Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of **my supervisor and/or the Executive Pastor.**

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____