

# **Cooking Class Assistant, Assistant to Kitchen Manager**

## **Job Responsibilities:**

Set up cooking classes for students including food and equipment. Make ready for the students aprons, recipes, beverages, rolled silverware, name tags and seating.

As students arrive, interact with them making them feel comfortable and welcome, and showing how to get ready for class.

During class maintain cleanliness of kitchen; wash cookware, cooking equipment and load dishwasher. Help students as needed during the class with equipment and cookware.

When food is finished cooking, help with the set up of the buffet, including serving pieces, plates and flatware.

Share in the clean-up duties after class is completed.

Work independently and take initiative to do what needs to be done.

Assist Kitchen Manager with grocery lists; inventory of food products for shopping lists, shopping, storing and organizing foods as they are put away.

Assist Kitchen Manager with clerical duties including logging invoices, managing recipes creation and copies,

Assist Kitchen Manager in organizing Holiday Cookie classes.

Assist Kitchen Manager in maintaining organization of kitchen on a weekly basis.

Maintain cleanliness of refrigerators and food supply areas.

## **Job Qualifications:**

Work independently and take initiative to do what needs to be done.

Be organized and have a sense of urgency to wash dishes and equipment quickly and competently throughout the class.

Be efficient in ability to maintain cleanliness of the kitchen.

Detail oriented to assist Kitchen Manager in all tasks required.

Must live within a 15-20 minute drive from Sweet Basil.

**Job Benefits:**

Receive copies of the menus for each class.

Listen to Chef lecture at the beginning of class; take notes for own use.

Have a meal of the foods prepared as students are eating their meal.

Receive employee discount in the store.

Job Type: Part-time days, 2x evenings per week, no days.