



The Community Kitchen

37 Mechanic Street, PO Box 1315

Keene, NH 03431

Tel: 603 352 3200

Title: Dishwasher and Custodian

Reports to: Hot Meals Manager

### I. Organizational Overview

The Community Kitchen was established in Keene, NH in 1983 to ensure that everyone in the community would enjoy the basic human dignity of having access to enough food to eat. For forty years, the organization has offered our neighbors hot meals and take-home groceries along with fellowship, resources referrals, education, and advocacy in support of food security for all. Our current programs, serving the Monadnock Region, are Hot Meals, Pantry, Mobile Food Pantry, Gleaning, and Advocacy.

### II. Mission, Vision, Values

*Our mission:* The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock Region.

*Our vision:* All people in the Monadnock Region are able to provide healthy nutritious food for themselves and their families.

*Our values:* Dignity – Everyone is treated with respect, empathy, non-judgment, and confidentiality. We value diversity, equity, and inclusion; Integrity – We earn trust with reliability, consistency, high standards, and quality work; Teamwork – With positivity, helpfulness, interdependence, and solidarity, we work together, within our organization and beyond, to achieve our mission; and Sustainability – We will achieve a sustainable business and lasting impact on community food security with adaptability, resourcefulness, and innovation.

### III. The Role

This part OR full-time position fills the dishwashing and building custodial role, maintaining food safety standards while implementing and executing cleaning procedures in the commercial kitchen, as well as the building at large. Duties including the use of a commercial dish washer and a three bay sink, sweeping, mopping and buffing floors, emptying waste paper baskets,

window and/or wall washing as needed, clearing and cleaning of tables as needed, overseeing the collection and machine washing of aprons, towels, and other kitchen textiles.

#### IV. Primary Duties and Responsibilities

Kitchen - Tasks specific to the Dishwasher include:

- Maintain the kitchen in a professional and food safe state, following accepted kitchen process, and local health code.
- Responsible for overall cleaning of dishes using a three-bay sink, sprayer, and commercial dishwasher.
- Liaise with hot meals manager or evening supervisor about what needs to be completed for meal service, including dining room set up.
- Keep dish/waste station in dining room serviced by removing waste, recycling, collecting dirty dishes etc.
- Collection, washing, drying and folding of kitchen textiles.
- Maintaining a clean kitchen.

General Custodial - General custodial tasks are included as shared responsibilities in this role, including but not limited to:

- Executing on a routine list of custodial tasks, including rubbish and recycling collection, dusting, sweeping, mopping and buffing of floors, including staircases, warehouse, and walk-in coolers and freezers as needed.
- Snowblowing, shoveling, and sweeping of exterior walkways and entrances as needed.
- Any other duties deemed necessary for the general operation and success of The Community Kitchen.

#### V. Reporting Relationships

The Dishwasher and Custodian reports to the Hot Meals Manager. This position does not have supervisory responsibilities.

#### VI. Requirements

- Ability to read and speak English.
- Ability to stand for long periods of time and occasionally work in cold temperatures.
- Experience, or willingness to learn, to operate a commercial dishwasher and use a three bay sink.
- Existing or acquisition of a comprehensive understanding of relevant cleaning products, chemicals and procedures.
- Willingness to complete a basic ServSafe training course, or equivalent, if not currently certified.

- Attention to details in the physical environment: ability to notice and attend to unfinished tasks, opportunities to improve procedures, safety risks, broken equipment, etc.
- Ability to interact and communicate with community partners, guests, staff and volunteers in a professional manner.
- Competence and trustworthiness to carry out the business of The Community Kitchen out in the community.

Please note, the above job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position.

The Community Kitchen is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

To apply, please email a resume or CV to [kleversee@thecommunitykitchen.org](mailto:kleversee@thecommunitykitchen.org) and request an application, or call 603.352.3200.