Weld Food Bank

**Job Description**

**Job Title:** Kitchen Assistant

**Reports to:** Kitchen Manager/ Assistant Manager

**Summary:** Assistant to Kitchen Manager/ Assistant Manager for Weld Food Banks children’s programs by performing the following duties.

**Essential Duties and Responsibilities include the following:**

Adhere to **Core Values** of the Weld Food Bank.

Ensures safe food handling procedures are followed at all times.

Follow procedures set by the Weld Food Bank and use of the facilities.

Examines food and supplies to ensure quality and quantity meets specifications on the inventory sheet.

Must be able to use a pallet jack properly.

Must use **First in First out** method when building the sites carts with correct items and quantities. Must label the carts correctly to ensure the site gets the right cart.

Works with Assistant Manager on building pallets for grab and go meals.

Helps with making the carts and checking to ensure all products are present and properly packed. (**cold hold** and **frozen** items are in coolers/bags with ice packs) when the volunteers/drivers arrive to pick up the site’s products.

Promotes the mission of Weld Food Bank in all dealings with the public.

Respect and maintain confidentiality.

Other duties may be assigned as needed to fulfill duties of the kitchen.

Qualifications:

To perform job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to lift 40 pounds, demonstrate basic communication and problem-solving skills.

Updated: 4/2025