

Community Kitchen Assistant



Wayside Food Programs, Portland, Maine

The Community Kitchen Assistant will work with the Wayside team and volunteers to safely prepare and package meals for delivery to Wayside's Community Meal sites. As an essential role of our Community Meals Program, the Community Kitchen Assistant is responsible for meal deliveries and helping to maintain a clean and sanitary kitchen environment where all the meals are prepared. Wayside's Community Meals Program provides ongoing, free meals throughout the greater Portland area, with a focus on community building while sharing a homecooked meal with others. This position reports to Wayside's Kitchen Manager. This is a 32 hour/week position M-Th 8-3:30, F 8-10.

To learn more about Wayside & our values, please visit our website www.waysidemaine.org

Responsibilities Include:

- Work with Kitchen Manager to supervise volunteers following safe food-handling practices
- Assist in preparing the meals
- Package meals for delivery to offsite locations
- Process & vacuum pack food for Mobile Food Pantries
- Follow daily/weekly/monthly cleaning checklists to maintain a clean and sanitary kitchen environment
- Teach and supervise others including students working in Wayside's kitchen
- Deliver Community Meals to partner sites
- Other tasks as needed
- Skills & Qualifications Include:
 - Excellent driving record
 - Ability to lift 50+ pounds
 - Previous kitchen or delivery experience preferred
 - Capable of working independently and with others of various backgrounds and skill levels

Wayside's work culture includes creative decision making, flexibility, teamwork, respect, open communication, and inclusiveness. We encourage a healthy life/work balance that supports creative and intellectual growth, a friendly and supportive work environment and professional development.

How to Apply

Email a cover letter, resume, and three references (name, contact information, and relationship) to mzwolinski@waysidemaine.org Applications accepted until the position is filled.

Location: Portland, Maine

Compensation: \$21.50/hr

This is a full-time job with benefits including generous PTO, health and dental insurance, short- and long-term disability including an employer funded HRA and employee funded FSA, and an employer-matched retirement account.

Wayside Food Programs is a 501c3 non-profit organization.

Job Type: Full-time

Salary: From \$21.50 per hour

Expected hours: 32 per week