



## Job Description

**Position Title:** Kitchen Helper  
**Position Supervisor:** Executive Chef

**Job Number:** 2023-05  
**Schedule:** Part-Time  
Seasonal

**Salary:** \$13-\$14/hr

**FLSA Status:** Non-Exempt

**Travel Req'd:** None

### Summary

The kitchen helper is responsible for helping cooks and waitstaff ensure the kitchens run smoothly. Work involves washing dishes and cookware; assisting with washing, cutting, peeling, or slicing of ingredients; cleaning kitchen equipment and surfaces (wherever located); mopping; storage and rotation of food stock and inventory.

### Essential Duties & Responsibilities

- Mop and sweep kitchen floors and loading dock areas.
- Wash, dry, and put away dishes and kitchen utensils.
- Restock dishes, flatware, cookware, and drinkware where needed/appropriate.
- Unload food supplies from delivery trucks and place in appropriate storage areas.
- Clear and clean tables; take dirty dishes up to the kitchen for washing/drying.
- Refill condiments and other supplies located at tables.
- Clean all kitchen equipment following sanitary guidelines and club standards.
- Assist with deep cleaning of all kitchen equipment as directed/scheduled.
- May assist cooks in preparation of meals by washing, cutting, peeling, and slicing ingredients.
- May assist cooks and waitstaff in packing takeout orders for customers.
- Perform other related duties as assigned.

### Minimum Education

Preferred: High School Diploma or Equivalent

### Minimum Experience

Preferred: 1-year related experience. Prior satisfactory performance as a team member of the Stock Farm Club. Experience in a private club or fine dining environment.

### Knowledge, Skills & Abilities

- Knowledge of food safety standards and practices.
- Skill in the use of English grammar, spelling, punctuation, and mechanics.
- Ability to be flexible and adapt to changing requirements in a fast-paced, dynamic environment.
- Ability to communicate orally and in writing with diverse audience.
- Ability to multi-task efficiently and to work independently.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to lift to 50 pounds.



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### Additional Requirements

- Possess a food handler certificate, or be able to obtain such certificate within 30 days of employment.
- Must be able to pass background checks and motor vehicle record checks.
- Must possess current TIPS training, or be able to complete such training within 60 days of hire.
- Must possess valid driver's license in accordance with the laws of the State of Montana; must be insurable under the company's auto insurance policy.
- Must be reliable, responsible, and dependable and able to work variable and flexible shift to include evenings, weekends, and holidays as required.

### Environmental & Physical Conditions

General physical activities. Work involves standing for long periods of time; lifting; balancing; stooping/kneeling; reaching; bending; and safely lifting and carrying items up to 50 pounds.

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