

Revised: June 2017
Title: Kitchen Porter I
Department: Kitchen
Reports to: Production Manager
Status: Non-Exempt, Hourly, Full-time
Schedule: M-F 7:30am-4pm

General Description

Under the direct supervision of the Production Manager the Kitchen Porter I [KPI] is responsible for the proper receipt and storage of all kitchen inventory. The KPI must work collaboratively with Distribution Center Staff when receiving kitchen inventory. In addition to receiving and inventory duties the KPI will be responsible for maintaining clean, safe and sanitary work areas for the kitchen including, warehouse space, storage space, loading docks, coolers and freezers and other areas as directed. The KPI will work collaboratively with the Kitchen Porter II position to ensure all sanitation needs are being met within the kitchen department.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Receiving and inventory

- Receives all in-coming orders including dry, frozen, produce, dairy, protein, paper and chemicals.
- Stores all items properly and rotates inventory according to the FIFO method.
- Coordinates receiving with Distribution Center staff to confirm orders at central staging area and move them into kitchen inventory.
- Checks all orders for food safety and records food temperatures in the receiving log.
- Checks orders for any possible contamination and reports issues immediately.
- Pulls any broken or damaged product and records information on waste report log.
- Through the requisition process pulls inventory for production including, refrigerator, VAP, snack and breakfast and cold meal production.
- Assists in storing inventory properly and staging product for next day and/or delivery.
- Assists in monthly inventory counts for all kitchen products.
- Replenishes paper and chemical supplies throughout the department as needed including food handling gloves, hairnets, hand soap, alcohol prep pads and cleaning chemicals.
- Report inventory order needs to production manager in a timely fashion.
- Assists in staging out-going orders for VAP and meal production as directed.

Maintenance & Sanitation

- Maintains clean, safe and sanitary warehouse, storage and loading dock areas
- Removes all loose pallets from loading and warehouse areas.
- Sweeps and mops floors in these areas on a regular basis.
- Ensures that all product in all areas is stored off the floor and off white sanitation lines.
- Assists with the cleaning and maintenance of kitchen equipment and reports any maintenance or safety issues immediately.
- Follows all sanitary and safety guidelines as required by regulatory agencies and Foodlink policy.
- Completes daily checklists, including equipment temperature logs, receiving logs, cleaning and maintenance checklist.
- Assist Kitchen Porter II with dishwashing and sanitation efforts as needed.

Minimum Qualifications

- High school diploma or GED or equivalent combination of education and experience
- 2+ years of warehousing, manufacturing line, and or inventory experience.
- Experience with warehouse equipment; pallet jack, forklift, etc.
- Working knowledge of warehouse safety standards
- Ability to apply basic mathematical concepts
- Excellent organizational skills. Ability to prioritize tasks.
- Food service experience a plus
- ServeSafe certification a plus
- Capable of standing and walking for long periods of time
- Ability to lift and carry materials and equipment weighing up to 60 pounds
- Commitment to adhering to safety regulations and ensuring a safe work environment
- Fluency in English required. Knowledge of Spanish helpful

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is regularly required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment is fast paced in varying temperature conditions. The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.

The Foodlink Way

- ◆ Passion and commitment to our mission
- ◆ Going above and beyond what is required
- ◆ Seeing our roles as more than just a job
- ◆ Proactively seeking improvements
- ◆ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

To Apply: Submit an application in person or by mail to the address below or via email to HR@foodinkny.org. Only serious applicants should apply. Only qualified applicants will be contacted.

Foodlink
1999 Mt. Read Blvd
Rochester, NY 14615

Foodlink is an equal opportunity employer.

***Everyone is welcome here!** Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.*