



125 Main Street #3 (rear), Newport, VT 05855
(802)487-9380 cornucopia@umbrellanek.org

Kitchen Trainee 30 hours/week

The Kitchen Trainee will work as a member of the kitchen team and will support kitchen operations and procedures to help ensure quality production of food products. Our facilities consist of a commercial kitchen and dining room in Newport, Vermont. The Kitchen Trainee reports directly to the Chef/Instructor and is supervised by the Chef/Instructor and the Project Manager.

RESPONSIBILITIES:

Day to Day Operations

- Assist with high volume food production
- Conduct consistent, prescribed sanitation practices throughout the day
- Assist with identifying methods that contribute to the manufacturing of healthy food/meals
- Assist in maintaining inventory and upkeep of kitchen equipment
- Assist in keeping kitchen stocked with daily necessities such as paper towels, hand soap, trash liners, etc.
- Assist with receiving, stocking, rotating and labeling product
- Document kitchen objectives and achievements on a daily basis
- Assist other trainees as requested
- Other duties as assigned

Special Projects

- Assist at Open Houses for potential clients and funders
- Prepare for and serve at on and off-site catering events
- Identify and shop for bulk food products
- Create, analyze and document recipes and menus

The Kitchen Trainee will be expected to meet with her supervisor(s) on a regular basis for on-going review and evaluation.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS REQUIRED:

1. Ability to communicate with supervisors and other trainees in a friendly, pleasant, professional manner
2. Ability to walk and stand for prolonged periods, and lift heavy objects
3. Ability to assist with a wide range of kitchen duties while practicing consistency and efficiency
4. Ability to read recipes and menus and follow directions precisely
5. Ability to work well under pressure and adhere to specific time requirements
6. Ability to analyze and problem solve
7. Organized, self-motivated and self-directed on work tasks
8. Willing to learn and practice new culinary techniques, vocabulary and methods
9. Possessing a sense of humor, tact, and diplomacy will be helpful in a busy work environment

For additional information please email the Cornucopia Project Manager at: cornucopia@umbrellanek.org