



JOB DESCRIPTION

POSITION TITLE:	Production Assistant
FLSA JOB STATUS:	Non Exempt, Hourly
REPORTS TO:	Value Chain Coordinator
SUPERVISES:	NONE

POSITION SUMMARY: Are you ready to help Liberty's Kitchen incorporate local produce in every part of its value chain? Do you thrive in an entrepreneurial environment focused on providing excellent workforce readiness and leadership opportunities for and with young adults? Are you excited about the chance to source produce from local farmers, work with our culinary team to make efficient and delicious use of food products, and reduce waste? You might be our next Production Assistant.

We operate three distinct but interconnected business lines—catering, Broad Street Café, and Poydras Street Cafeteria, as well as, support for the Healthy Corner Store Collaborative's Good 2 Go products. These businesses generate revenue that increases our sustainability and ability to grow our impact. We are looking for an experienced, detail-oriented, and efficient worker to support our kitchen staff with production of food items and to assist in identifying creative ways of implementing local produce within our existing value chain.

It is vital that you identify with our vision, mission, and values and are ready to dive in and make things happen. The ideal candidate will have a minimum 1 years experience in foodservice, excellent organizational and communication skills, and be enthusiastic about efficient foodservice operations and creative product usage.

Guiding purpose of the position: to support the incorporation of local produce into existing Liberty's Kitchen production outlets, such as; Broad & Poydras Street Cafe, LK Catering, and Good 2 Go. The Production Assistant will be tasked with the production of cut fruit items, assisting in the preparation of LK catering orders, and the processing of local produce items for the Broad Street and Poydras Street Cafes.

Must be able to pass a background check, as every position at Liberty's Kitchen involves supporting young adults in activities of some kind.

ESSENTIAL FUNCTIONS:

- Production of Good 2 Go value-added items (ie. cut fruit)
- Processing of local produce and other produce items
- Development and design of new recipes and usages for local produce items
- Accurately track and record inventory levels of all necessary items for value-added production (ie. packaging, labels, fresh produce)
- Accurately record all usage for value-added production
- Assist in sorting and managing incoming and outgoing inventory

REQUIREMENTS:

- 1+ years kitchen experience
- Efficient knife/ cutting skills
- Experienced in recipe development, specifically, healthy recipes and proper portion control
- Experienced in large quantity food production
- Strong problem solving and critical thinking skills
- Organized and proactive
- Efficient time management
- Ability to lift 40+ pounds

SCHEDULE:

- Monday, Tuesday, Thursday, Friday: 6:00 AM - 11:00 AM
- 16-20 hours/ week (some flexibility for event and/ or marketing support)

WORKING CONDITIONS

Routine restaurant kitchen environment, may be exposed to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.

General Comments: This description is intended to describe the essential job functions and their requirements. It is not an exhaustive list of all duties, responsibilities, and/or requirements of the position. Other functions may be assigned and management retains the right to add to or revise this job description at any time, with or without prior notice. Employment is at-will and this job description does not imply an employment contract.

Updated: January 2019

Manager Date

Human Resource Manager Date

Employee Acknowledged and signed:

Signature Date

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