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## Lead Kitchen Assistant Intern

### Job Description

#### Overview:

Bright Futures for Youth (BFFY) is providing a paid internship for the role of Lead Kitchen Assistant as part of its grant-funded BFFY Youth JobCorp program. This program targets youth ages 16-30 that may have experienced barriers to employment and are needing on-the-job training, coaching and supports to obtain the job skills necessary to be sustainably employed. The Lead Kitchen Assistant is a full-time position through September 30, 2024, with the possibility of an extension or permanent position with Bright Futures for Youth. This position is supervised by the Kitchen and Nutrition Program Manager.

#### Job Purpose:

The Lead Kitchen Assistant is ideal for a person who has experience in the food service industry and is eager to grow their leadership skills by supporting a team of 3-5 in a commercial kitchen. This role requires the youth to be 18 and older and to have a CA ServSafe Foodservice Manager Certification, which can be included in the training for the internship if not already obtained. Previous experience is necessary, as the applicant will work closely with the Kitchen and Nutrition Program Manager to independently lead the kitchen team in planning and preparing meals for 20-70 youth every weekday.

#### Duties: and Responsibilities to Learn and Grow:

The Lead Kitchen Assistant position plays both support and leadership roles. Responsibilities include, but are not limited to:

- Coordination and daily communication with Kitchen Manager to plan daily/weekly tasks.
- Supervise and participate in daily meal preparations.
- Maintain proper food safety practices among the crew and volunteers, including proper storage of ingredients & leftovers.
- Prompt meal service in NEO youth center and The Friendship Club cafeteria space, serving our youth with a smile.
- Supervise and participate in closing kitchen each day- dishwashing, wiping counters/stove tops/ovens/fridge/freezer, sweeping/mopping
- Deep cleaning - Wiping walls, checking/cleaning grease traps, checking/cleaning floor drains, cleaning lower shelving, and other often overlooked areas
- Special event prep and service

Expanded duties the kitchen assistant will be trained for include (but are not limited to):

- Inventory management and ordering
- Menu and event planning
- Assisting with cooking and nutrition classes
- Learning BFFY recipes and how to plan for, oversee, and cook/serve them.

**Qualifications:**

- Proven ability to prepare 20-70 meals independently, with a team of 2-4 assistants or volunteers.
- A desire to grow as a leader and culinary professional.
- Attention to details (for example, when planning prep lists or implementing recipes)
- Ability to stand for extended periods.
- Ability to work in a fast-paced environment with a great attitude.
- Ability to lift 50 lbs safely, possibly multiple times a day
- *Because this is a grant-funded internship, the grant requires that the intern be between the ages of 16 and 30. This particular position requires the intern to be at least 18 years old.*

**Skills:**

- Effective leadership, organizational and time management skills
- Able to work well in a team and independently
- Excellent communication skills
- A positive, growth mindset
- The ability to ask for help or retraining when needed
- Flexibility to switch tasks as needed and prioritize tasks to serve meals on time
- Problem-solving skills, both interpersonal and culinary
- Understanding the importance of health and hygiene
- Proficiency in use of computers (i.e., Microsoft Office programs, data entry, etc.)

**Compensation:**

- This is a full-time, non-exempt internship ranging from 35-40 hours per week through September 30<sup>th</sup>, 2024 with possibility to extend for one year, or ongoing.
- Pay range is \$20-25 per hour.
- Paid Time Off (PTO) with accrual starting first day of work
- Mileage reimbursement at Federal reimbursement rate, if doing work-related driving and have required insurance coverage