



Project Angel Heart seeks Temporary Kitchen Assistant / Dishwasher / Prep Cook

Be a part of one of Colorado's most-loved nonprofit organizations and be part of a team that is key to delivering lifesaving nutrition to thousands of neighbors in need across our state.

Organizational Mission: Project Angel Heart delivers nutritious meals to improve quality of life, at no cost, for those coping with serious illness. With an annual operating budget of approximately \$7.1 million and 48 full-time staff, the organization will deliver an estimated 755,000 meals to more than 5,000 people throughout Colorado in FY 25.

Position Summary: Position is responsible for washing dishes, preparation and chopping, occasional cooking of meals, and culinary support of events with other cleaning and food prep duties.

Amount of Time and Status: Non-exempt, approximately 32 plus hours per week. Schedule is Monday – Friday 8:00am - 3:30pm - including half-hour lunch.

Reports to: Executive Chef & Executive Sous Chef

Essential Duties/Responsibilities Include:

- Washes dishes, pots, pans, trays, and utensils according to standards set in place by the Executive Chef and Executive Sous Chef
- Prepares, cooks and presents food in support of fundraising and other events which may require extended hours at work
- Puts dishes away in an orderly fashion.
- Maintains a clean and organized dishwashing area
- Maintains and organizes storage areas in freezer, refrigerator and dry storage
- Fills in for other kitchen staff when ill, on vacation or otherwise away from the kitchen
- Follows the weekly deep cleaning list
- Food preparation, as required, between cleaning tasks
- Other duties as assigned related to kitchen maintenance, organization, and cleaning
- Assists with printing the daily meal label process for the client services team

Preferred Qualifications:

- Dependable

- Willingness and ability to maintain confidential information
- Willingness and ability to work with diverse populations
- Willingness and ability to work with volunteers
- Proven history of working as a team member
- Motivated, able to work with little direct supervision
- Reliable transportation

Working Environment/Physical Activities

Work environment is a kitchen setting. Physical activities include standing several hours a day; moving kitchen equipment, boxes and trays of up to 50 pounds; using a walk-in refrigerator and freezer, sinks, and other electrical and mechanical kitchen equipment. Hazards include heat/burns, slip/fall and pinch and exposure to certain cleaning chemicals. You agree to use the personal protective equipment available to you to try to prevent any of these hazards from occurring.

Compensation:

Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay \$20.40 per hour to start.

Application Procedure:

Please submit resume and cover letter to the Executive Chef via e-mail only to jobs@projectangelheart.org. No calls, please. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately