

Job Description

POSITION TITLE: Office Assistant

REPORTS TO: Controller

FLSA STATUS: NON-EXEMPT

JOB TYPE: Full-time

Who we are: Kitchens for Good is a 501(c)(3) and social enterprise with the mission to break the cycles of food waste, hunger, and poverty through innovative solutions in workforce training, healthy food production, and social enterprise. Core to its values, KFG believes that all food has power and all people have potential. In its kitchens, KFG bridges the gap between wasted food and hunger by rescuing surplus and cosmetically imperfect food from wholesalers and farmers and engaging students in a culinary apprenticeship program to transform these ingredients into nutritious meals for vulnerable populations. This approach addresses the most immediate need of hunger by feeding the food lines, but also helps to shorten the line itself by giving unemployed people the skills to become self-sufficient. Through the power of kitchens and cooking, our students transform their lives from one of addiction, incarceration, homelessness, and unemployment, to lives of stability, employment, and a brighter future.

Position Summary: The Office Assistant will serve as the first point of contact for Kitchens for Good. The Office Assistant performs duties such as typing, data entry, bookkeeping, filing, answering the phone, greeting visitors, ordering supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

Essential Functions:

- Organizes and prioritizes large volumes of information and calls
- Professionally answers phones, takes message, and/or fields answers for all routine or non-routine questions which includes catering inquiries, moonlight reservations, donors, volunteers, and program participants
- Works independently and within a team on special nonrecurring and ongoing projects.
- Assist with invoicing and bookkeeping functions
- Handles confidential and non-routine information including making bank deposits
- Responsible for ordering and maintaining office supplies, linens, and security when necessary
- Attend weekly Banquet Event Order (BEO) meetings and distribute completed BEO and event reports
- Assist in preparing marketing materials and client packets
- Monitor supply stock and place orders when there are shortages
- Accurately record meal counts, student hours, volunteer hours, and assist in reporting
- Collaborates with each department and provide support when necessary
- Troubleshoot equipment failures (phone, copier, and internet mostly); calling for repairs, calling into support for assistance
- Update Events calendar and distribute to the team

Competencies:

- Collaboration Skills
- Customer/Client Focus

- Flexibility
- Stress Management/Composure

Education and Work Experience

- Minimum high school diploma or equivalent
- Must have QuickBooks experience
- Proficiency with Google Work and MS Office, especially Excel and Word

Qualifications

- Possess a valid Driver License and auto insurance in good standing

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat steam, fire and noise.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills, and the ability to follow written and oral instructions and procedures.

Travel

Employee will be expected to travel to off-site events and/ or deliveries when necessary.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Acknowledgment

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Kitchens for Good will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

I understand that the job description, its requirements and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time.