

# Monterey Peninsula College

## Job Center

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**Federal Work Study Required: YES**

### MPC HOSTIPALITY

## KITCHEN ASSISTANT –JOB DESCRIPTION

CHECK IN WITH THE CHEF-for additional tasks

### DAILY TASKS

Laundry- do not leave wet clothes in the washing machine overnight

- Check pockets (remove all pens and objects)
- Do not overload the washing machine
- Separate colors (do not put dark clothes with whites)
- Fold, hang and out away clothes
- Check Laundry detergent once a week if more is needed please advise Lab Manager

### Dish Washer

- Start dishwasher at beginning of day and turn off at end of class
- Do not put pots, pans, knives, or baking sheets in dishwasher
- Check dishwashing fluids once a week if more is needed please advise Lab Manager
- Scrape foo residue from all bowls and plates before putting in the dishwasher

### Dish Washing Sinks

- Set up 3 compartment station
- Scrape all food particles into trash, rinse, wash, sanitize, dry and put away all dishes and utensils
- If you do not know where things go, please ask

### Sanitize

- Use sanitization supplies that have been provided
- Wipe down all countertops, prep tables, cabinet doors, and stove tops

### WEEKLY

- Window sill mats are to be pulled once a week and sanitized and then dried in the oven at lowest setting with the door open for 2-3 minutes
- Ovens are to be cleaned or more if needed
- Stoves are to get a thorough cleaning
- Refrigerators/Freezers are to be wiped down thoroughly
- Pantry/Equipment shelving to be wiped down thoroughly
- Wipe down shelving on instructor's island