

We Feed People, Because No One Deserves to be Hungry

Job Title:	Diner Associate	Reports To:	Diner Manager
Department/Group:	Fireweed Diner	Training:	On the job training provided
Location:	Kenai Peninsula Food Bank	Travel Required:	None
Wage Classification:	Non-exempt	Position Type:	Full-time

Job Description

JOB SUMMARY

This position exists to perform duties that assist the Diner Manager in serving clients in the Fireweed Diner.

ROLE AND RESPONSIBILITIES

Cleaning:

- Daily cleaning of the Diner, Kitchen and Dish areas including sweeping and mopping
- Dishwashing
- Cleaning all building bathrooms
- Deep cleaning once a month or as assigned
- Weekly cleaning and maintenance of grease trap

Restocking:

- Restocks the Diner and Kitchen areas as instructed
- Restocks all building bathrooms

Other:

- Prepping food
- Helping volunteers learn and perform their duties for service
- May assist the Diner Manager with the Fireweed Diner's role in special events
- Fireweed Diner opening and closing duties
- Other duties as assigned

LEGAL CONCEPTS

- Compliance with USDA regulations
- Compliance with OSHA safety guidelines
- Maintain client confidentiality
- Maintains food worker card certification
- Maintain DEC kitchen standards

PREFERRED APPLICANTS WOULD HAVE:

Education:

- High school diploma or equivalent
- Valid Alaska driver's license

Experience:

- Experience with dishwashing in a high-volume service setting
- Experience operating a commercial dishwasher

POSITION REQUIREMENTS

Physical:

- Occasional lifting of up to 50 pounds
- Requires ability to stand for extended periods
- Requires ability to perform moderately strenuous tasks, such as dishwashing, mopping, cleaning bathrooms
- Will be required to safely handle cleaning fluids and chemicals required for the duties

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CORE VALUES

- Treats all co-workers, volunteers and clients with dignity and respect
- Projects a professional manner and image
- Adheres to ethical principles
- Communicates professionally and effectively - focuses on cooperation and win-win outcomes
- Abides by the policies and procedures outlined in the Kenai Peninsula Food Bank (KPFB) employee manual
- Follows and enforces the mission of KPFB
- Reports any safety and/or health concerns to management as soon as they become apparent
- Brings their best work and attitude to KPFB
- Expected to handle complaints and grievances professionally, adhering to the employee manual and to uphold employee core values

JOB RELATIONSHIPS

- Interacts with all staff, primarily the Diner Manager
- Interacts with Kenai Peninsula Food Bank volunteers and clients
- Attends employee meetings
- Especially important to maintain a positive attitude and possess a willingness to help others

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Claire Jones	Date/Time:	5/19/25