<table>
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<th><strong>Job Description</strong></th>
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<tr>
<td><strong>Title:</strong> Kitchen Porter/Dishwasher</td>
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<td><strong>Department:</strong> Senior Services</td>
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<td><strong>Work Schedule:</strong> 35 hours per week</td>
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<td><strong>Exemption:</strong> N/A</td>
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**Organization Overview:**

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

**Position Summary**

The primary function of the Kitchen porter/Dishwasher is to provide daily support to the kitchen team. The kitchen porter/dishwasher assists with kitchen cleanliness, food preparation, and maintain kitchen organization. The individual in this role will be well-versed in DOHMH health code regulations, a team player with good customer service and communication skills.

**Qualifications:**

- Ability to stoop, bend, lift and carry 50+ lbs
- Ability to stand for extended periods of time
- Ability to work in a fast paced, high pressure environment
- Ability to keep dish room and equipment clean and organized
- Ability to work flexible hours including evenings and weekends
- Ability to work well with a diverse group of staff
- Ability to handle multiple tasks in an organized, timely and hospitable manner
- Must be able to work on Thanksgiving and Christmas Day

**Primary Duties:**

**General function**

- Assists in the maintenance, cleanliness and sanitization of refrigeration/freezer units, steam tables, beverage dispensers, dining room tables, cupboards, shelves/racks, work surfaces, cooking equipment, dishes, utensils, appliances and storage areas.
- Sweep, mop and sanitize kitchen, pantry and prep room floor
- Receive and unload kitchen supplies; check invoices against supplies; stock supply shelves
- Load and unload an industrial dishwasher; wash dishes by hand if necessary
- Assist with packaging prepared meals for delivery to client
- Actively participate in all aspects of staff development, including weekly supervision, team meetings, and training during the year
- Perform other duties as needed

**Workplace Safety**

- Utilize the provided personal protective equipment such as masks and gloves at all times; use provided hand sanitizer as needed
- Wash hands before the start of the work shift and at the end of the work shift
- Follow established cleaning and sanitization procedures
• Report immediately; flu-like symptoms
• Report immediately; exposure to others who have exhibited flu-like symptoms

The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.