

Who We Are: Aliveness Project is a community center for people living with HIV. We serve over 5,000 folks annually, the majority of whom are low-income. The Aliveness Project boldly advances equitable access to transformative HIV care and prevention. Our primary objectives are to ensure that our members have access to:

- Basic needs: We provide meals, a food shelf, and medical nutrition therapy while our Case Management team helps provide access to healthcare and housing.
- Community: Our community center model provides a safe and supportive place for members to gather and build community.
- Prevention: We provide a community-based free PrEP/STD Clinic, pharmacy, and targeted outreach to communities disproportionately affected by HIV through education, awareness, and strategies for eliminating stigma.

Aliveness Project is an equal opportunity employer and is committed to building and maintaining a diverse staff that is representative of the communities we serve and live in. People of color, LGBTQ-identified individuals, and people with lived experiences are strongly encouraged to apply.

Position Title: Kitchen Assistant

Reports to: Kitchen Manager

Job Summary: The Kitchen Assistant plays a crucial role in supporting the food preparation and service operations at our community center. This position contributes to our mission by ensuring the efficient and hygienic preparation of meals for individuals living with HIV.

Responsibilities:

- Assist with kitchen production (prep work, entrée, soup, and pastry preparation, salad bar set-up, stocking the beverage dispenser)
- Accept and put away food deliveries; organize walk-in cooler and freezer
- Assist on the serving line and with dishwashing duties as needed
- Maintain a positive, professional, team-oriented approach when interacting with fellow staff, volunteers, and the public
- Cover employees during vacation or absences, flexible and willingness to adapt to situations as they arise.
- Adhere to established standards for sanitation, cleanliness and safety throughout kitchen areas at all times
- Help maintain equipment and kitchen/storage/dining areas according to MN food code rules
- Dish washing and maintaining dining room clean and stocked, wall cleaning and equipment
- Will be interacting with members to assist with dining room needs.
- Welcoming volunteers assist with task.

Kitchen Assistant (Part Time)

Preferred Education and Experience:

- * ServSafe certification/equivalent, or willing to take ServSafe certification within 30 days of hiring
- * Ability to read and follow a recipe.
- * Knowledge of and sensitivity to HIV/AIDS, including nutritional issues that affect PLWHA
- * Willingness to be on-call to provide additional coverage for occasional absences/vacation coverage.
- * Ability to lift up to 50 pounds
- * Bilingual (English/Spanish) preferred

Regular shifts: Flexible schedule up to 20-30 hours a week, shift between 9am to 5pm (work your working schedule with the manager).

Compensation \$16-\$17/hr depending on experience.

Benefits: Generous benefits including holidays and Paid Time Off (PTO), employer retirement 3% matched IRA, and free meals.

To Apply: Submit your resume, a brief cover letter outlining your experience and interest in the position, and three references to macy@aliveness.org. Applications will be reviewed on a rolling basis until the position is filled.