

# JOB DESCRIPTION KITCHEN UTILITY



/Facility Name:	<b>VENUWORKS OF CHESAPEAKE LLC – CHESAPEAKE CONFERENCE CENTER</b>
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## JOB INFORMATION

Job Title:	Kitchen Utility	Department:	Food & Beverage
Reports To:	Executive Chef and Sous Chef	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Jerramiah Chabitch	Date Prepared:	02/09/2026
Approved By:	Jerramiah Chabitch	Approved Date:	02/09/2026

## SUMMARY

The Kitchen Utility supports banquet kitchen operations by assisting with food preparation, basic cooking, sanitation, and dishwashing to ensure efficient service for large-scale events. This role works under the direction of the Sous Chef and Executive Chef to maintain kitchen readiness before, during, and after banquets. The Kitchen Utility helps uphold food safety, cleanliness, and organization standards in a fast-paced, high-volume environment. Through reliability and attention to detail, this position plays a critical role in delivering consistent food quality and timely service. Flexibility, teamwork, and a strong work ethic are essential to success in this role.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist with food preparation, including washing, chopping, portioning, and basic cooking tasks as directed.
2. Support banquet food production during service to ensure timely and accurate execution of menus.
3. Operate dishwashing equipment and ensure all kitchen wares, utensils, and service items are properly cleaned and sanitized.
4. Maintain cleanliness and organization of kitchen workstations, prep areas, storage areas, and dish rooms.
5. Follow all food safety, sanitation, and hygiene standards, including proper handwashing and uniform guidelines.
6. Assist with proper storage, labeling, and rotation of food products according to FIFO standards.
7. Support event staging, set up, and breakdown of kitchen and service equipment as needed.
8. Remove trash, recycling, and food waste in accordance with venue procedures.
9. Assist with receiving, stocking, and organizing kitchen supplies and food deliveries.
10. Maintain temperature, waste, and cleaning logs as required.
11. Communicate effectively with kitchen leadership and team members during service periods.
12. Assist with deep cleaning projects during non-event days.
13. Perform duties safely and efficiently in a high-volume, fast-paced environment.
14. Complete additional tasks as assigned by the Sous Chef or Executive Chef.

## SUPERVISORY RESPONSIBILITIES

NONE

## QUALIFICATIONS / EDUCATION / EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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1. Previous experience in a commercial kitchen, banquet kitchen, or foodservice environment preferred but not required.
2. Ability to perform food preparation, basic cooking, cleaning, and dishwashing duties in a fast-paced, high-volume setting.
3. Knowledge of or willingness to learn proper food safety, sanitation, and hygiene practices.
4. Ability to stand for extended periods, lift up to 50 pounds, and work flexible hours, including evenings, weekends, and holidays.
5. If required by local and/or state regulations, you must have or be able to obtain a food workers card.

## **LANGUAGE SKILLS**

1. Must possess full ability to communicate effectively in the English language orally, electronically, and in normal business forms.
2. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Ability to speak and understand English.

## **MATHEMATICAL SKILLS**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to apply basic math and algebraic math skills for food production applications.

## **REASONING ABILITY**

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to sit; use hands to finger, handle, or feel; and climb or balance.
3. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.

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2. The employee is frequently exposed to high, precarious places; fumes or airborne particles; and vibration.
3. The noise level in the work environment is usually loud.

## CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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