

Kay's Kitchen

Fall Fair 2026 Job Descriptions

Cashier / Customer Service

Purpose:

Provide friendly, efficient customer service while accurately taking orders and processing payments.

Responsibilities:

- Greet every customer with a smile.
- Accurately operate the point-of-sale (POS) system.
- Accept cash and credit card payments.
- Answer customer questions about the menu.
- Keep the front counter clean and stocked.
- Work closely with the kitchen team to ensure accurate orders.

Qualifications:

- Friendly and outgoing personality.
 - Basic math skills.
 - Reliable and punctual.
 - Able to stand for extended periods.
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Grill Cook

Purpose:

Prepare hamburgers and grilled menu items according to Kay's Kitchen quality standards.

Responsibilities:

- Cook food to proper temperatures.
 - Maintain consistent product quality.
 - Keep the grill area clean and organized.
 - Monitor product levels during service.
 - Follow all food safety procedures.
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Fry Cook

Purpose:

Prepare fries, Jo-Jos, chicken strips, and other fried menu items safely and efficiently.

Responsibilities:

- Operate fryers safely.
 - Maintain oil quality.
 - Cook products consistently.
 - Keep the fry station clean.
 - Assist with food preparation as needed.
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Food Prep Team**Purpose:**

Prepare ingredients and keep the kitchen stocked for efficient service.

Responsibilities:

- Prepare vegetables and toppings.
 - Portion food items.
 - Restock buns, condiments, and supplies.
 - Label and rotate food products.
 - Maintain a clean and sanitized prep area.
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Expo / Order Coordinator**Purpose:**

Ensure every customer receives a complete and accurate order.

Responsibilities:

- Assemble completed orders.
 - Verify order accuracy.
 - Communicate with cooks and cashiers.
 - Organize tickets during busy periods.
 - Help maintain fast service times.
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Beverage & Shake Specialist**Purpose:**

Prepare milkshakes, fountain drinks, strawberry lemonade, and other beverages with consistency and quality.

Responsibilities:

- Prepare beverages according to recipes.

- Stock cups, lids, and supplies.
 - Keep equipment clean.
 - Monitor inventory throughout the shift.
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Utility / Dishwasher

Purpose:

Maintain cleanliness and sanitation throughout the concession stand.

Responsibilities:

- Wash dishes, utensils, and kitchen equipment.
 - Empty garbage and recycling.
 - Sweep and mop floors.
 - Restock cleaning and paper supplies.
 - Assist other team members as needed.
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Opening Crew

Purpose:

Prepare Kay's Kitchen for daily operations before opening.

Responsibilities:

- Set up equipment.
 - Stock food and supplies.
 - Prepare cooking stations.
 - Check food temperatures.
 - Complete opening checklist.
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Closing Crew

Purpose:

Clean and secure Kay's Kitchen at the end of each day.

Responsibilities:

- Clean all equipment and work areas.
 - Store food properly.
 - Complete sanitation checklist.
 - Restock for the next day.
 - Secure the concession stand before leaving.
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Expectations for Every Employee

Every Kay's Kitchen employee is expected to:

- Arrive on time and ready to work.
- Provide outstanding customer service.
- Work safely and follow all food safety guidelines.
- Maintain a clean and professional appearance.
- Work together as a team.
- Treat customers and coworkers with courtesy and respect.
- Be willing to help wherever needed during busy times.
- Represent Kay's Kitchen with pride and professionalism.

Kay's Kitchen Mission Statement

"At Kay's Kitchen, we proudly serve delicious food with friendly service, creating memorable experiences for every fair guest. Our commitment is to quality, teamwork, cleanliness, and treating every customer like family."

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