



POSITION PROFILE

Food Service Assistant

POSITION SUMMARY: The Food Service Assistant will be a utility player supporting teamwork in the kitchen and dining room. This position will do whatever it takes as directed by their supervising kitchen manager to ensure a high-quality dining experience for guests and staff during retreats and camps.

ORGANIZATIONAL VALUES: Rooted in our Christian faith, daily work reflects the Values of Hospitality, Stewardship, Unity, and Excellence.

ESSENTIAL FUNCTIONS:

- Cleaning and Sanitation
 - Clean the food preparation area and maintain a safe environment for preparing and cooking the food items.
 - Sweep, mop, wash dishes, and sanitize counters, tables, and other equipment.
 - Ensure food is properly stored.
- Food Service
 - Follow directions
 - Respond to guest needs and to special requests from guests.
 - Offer help and assist where needed.
 - Serve food and beverages to guests.
 - Engage appropriately with guests, during meals and throughout the retreat, ensuring an excellent dining experience and highest quality of service at all times.
- Food Preparation Support
 - Prepare ingredients for cooking such as chopping herbs, dicing, cutting, slicing marinating, and seasoning food items.
 - Put away food items after use.
 - Use appropriate portion control and consistently monitor food line levels.
 - Prepare food according to special dietary requests as instructed.
 - Assist in unloading, receiving, and storing food and supplies.

QUALIFICATIONS:

- At least 16 years of age
Employees under the age of 18 are not permitted to operate, feed, set-up, adjust, repair, or clean hazardous equipment such as power-driven meat processing machines (saw, patty forming machines, grinding, chopping, or slicing machines), commercial mixers, and power-driven bakery machines.
- Demonstrate ability to communicate in English
- Knowledge of health codes preferred
- Ability to obtain a ServSafe Certification

COMPETENCIES-Knowledge, Skills, and Abilities:

- Understand basic standards of cooking methods.
- Maintain high quality standards for all food prep tasks.
- Demonstrate a willingness to develop food prep skills.
- Basic math skills
- Responds promptly to customer needs
- Listens and gets clarification

PHYSICAL REQUIREMENTS:

- Ability to perform physical work for 12+ hours at a time, with appropriate breaks.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- This position is active and requires standing, walking, and bending throughout the day.
- Employee must be able to lift and move items up to 25 pounds, repeatedly.
 - May routinely lift up-to 40 pounds.

WORK ENVIRONMENT:

- Functions primarily indoors in a commercial kitchen environment.
- Employee may be exposed to noises and vibrations, moving mechanical parts, fumes and/or airborne particles.
- Ability to work varying schedules based on camping program needs, including weekends.
- Ability to work outside on uneven terrain and in varying weather and environmental conditions.

For more information and/or to apply, contact sseverson@hebff.org or call 713-303-7086.