



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Food Service Assistant I</b>
<b>DEPARTMENT:</b>	Laity Lodge Food Services
<b>REPORTS TO:</b>	Executive Chef
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Non-exempt</b>

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

**PROGRAM MISSION:** Laity Lodge (LL) is an ecumenical Christian retreat center established as a place to encourage the laity, the people of God. As part of The H. E. Butt Foundation, Laity Lodge brings together scholars, theologians, musicians, artists, and guests into a unique environment of beauty, hospitality, and mindfulness for the purpose of encouragement and renewal. We seek to inspire the imagination of individuals to be agents of shalom in the world.

**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
  - Assist with table and kitchen linen laundry to include washing, drying, and storing properly
- 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

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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SUPERVISOR SIGNATURE

DATE