



**JOB DESCRIPTION
NAME**

JOB TITLE:	Food Service Assistant II
DEPARTMENT:	Laity Lodge Food Services
REPORTS TO:	Executive Chef
EFFECTIVE DATE:	
CLASSIFICATION:	Non-exempt

POSITION SUMMARY: The Food Service Assistant II 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 acting 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:

- Food Service
 - Follow directions
 - Anticipate guest needs and respond to special requests from guests
 - Offer help where needed
 - Serve food, beverages, or desserts 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
- Cleaning, Sanitation, and Maintenance
 - 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
- Inspect utensils used in food preparation
- Maintain knowledge of how certain machines are torn down, cleaned and assembled
- Responsible for managing laundry duty during retreats while on rotation
 - May delegate laundry tasks and ask for assistance, if needed
- 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
 - Assist in unloading, receiving, and storing food and supplies
 - Think ahead to future meals and prepare food accordingly

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.*
- At least 1 year of experience
- Demonstrate ability to communicate in English
- Knowledge of health codes preferred
- Ability to obtain a ServSafe Certification
- Baking experience preferred

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
- Work autonomously

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

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.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE