

JOB DESCRIPTION
Northern Illinois Conference of the United Methodist Church

Title: Kitchen Assistant
Division: Outdoor & Retreat Ministries
Department: Reynoldswood Christian Camp AND Wesley Woods Retreat Center
Reports to: Food Service Director, or Shift Cook

PURPOSE

To assist the Food Service Manager and/or Shift Cook in preparing and serving nutritious meals, maintaining the cleanliness and sanitation of the kitchen, dishwashing area, and Dining Hall.

SUMMARY

Kitchen Assistants work primarily behind the scenes, but also indirectly with guests—children, youth and adults—by supporting their dining experience through food preparation, presentation and friendly service.

MINIMUM REQUIREMENTS

- Ability and willingness to accept supervision
- Ability and willingness to work well with others
- Ability and willingness to learn to do tasks as assigned
- Ability and willingness to provide positive, service-minded customer focus
- Ability and willingness to adapt quickly and manage changing circumstances and unforeseen situations
- Ability and willingness to maintain clean, conscious and inspection-ready work area at all times
- Knowledge of food preparation and serving, storage of food and dishwashing procedures is preferred
- Consistently be a person of *integrity: pleasant, caring, honest and trustworthy*

ABILITIES REQUIRED

- Ability and willingness to work with overhead racking systems
- Ability and willingness to sit and/or stand for long periods of time
- Ability and willingness to lift and carry 50+ pounds including unloading food, carrying trays of dishes, lifting supplies and equipment over a 33" high counter rail, and placing on counter as needed
- Ability and willingness to stand and/or sit at 30-inch high counter and perform kitchen prep work including cutting, measuring and mixing foods
- Ability and willingness to move hot dishes in racks and/or pans weighing up to 60 pounds out of a dishwasher
- Ability and willingness to step up into a walk-in cooler with bulky items
- Ability and willingness to lift heavy objects up to 60 lbs. off shelves, carry over to 30 in. high counter and place upon it
- Ability and willingness to move/carry hot pans weighing 30 lbs. in and out of ovens using oven mitts
- Ability to identify and respond to environmental hazards
- Ability and willingness to live and work in a camp setting
- Physical ability to operate kitchen equipment according to safe recommended methods
- Physical mobility and endurance to perform tasks while standing for long periods of time (60 minutes or more)
- Determine cleanliness of dishes, food surfaces, and kitchen area

REMUNERATION

Year-Round Kitchen Assistants live off-site and are paid on an hourly basis.

During the Summer Season (Memorial Day through Labor Day), Kitchen Assistants may choose to be paid a weekly stipend plus room-and-board.

"Room" varies from camp-to-camp, but always includes a bed, a lamp, private shelves, a shared refrigerator, and common area. Restrooms are shower houses with gender separation, and privacy walls for individual showers and toilets.

"Board" includes three (3) daily meals served in the Dining Hall area during guest meal times, seven days per week.

DUTIES AND RESPONSIBILITIES

This position comprises three primary areas of responsibilities which shall be fulfilled with integrity, honesty, trustworthiness, and smiling hospitality:

Daily Food Service Operations

1. Assist in the preparation of food as the menu indicates including washing, cutting and peeling
2. Set up food, supplies, and utensils for dining hall distribution
3. Store food and leftovers at proper temperature
4. Read and record temperatures on refrigeration and freezer units as well as dishwasher
5. Help put supplies away
6. Check juice and coffee machines and milk products, refilling as needed

Sanitation of Kitchen and related Equipment

1. Clean and maintain all food-preparation and storage areas.
2. Wash all dishes, serving and preparation equipment, and utensils according to regulated washing methods and temperatures. (Includes pots, pans, dishes, glasses and silverware using the dishwasher).
3. Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
4. Sweep and mop kitchen and dining hall daily.
5. Take trash to dumpster from kitchen, dining hall and around dining hall daily.
6. Clean and wash trash cans weekly and more as needed.
7. Clean spillage in kitchen or dining hall promptly.
8. Keep Dishwasher area clean.
9. Keep counter straightened as dirty dishes are returned.
10. Straighten pass through counter and clean after each meal.

Preparation, Packaging and Serving of Food for Outdoor and Off-site Consumption

1. Work with cooks and other staff in reviewing pack out requests to ensure adequate and accurate amounts and variety.
2. Prepare and store pack out food according to camp and health code procedures.
3. Advise staff on equipment or preparation materials needed for identified menu choices.

Other Duties

1. Help in any area in or around kitchen or dining hall as requested by the Food service manager or shift cook.
2. Other duties may be assigned or reassigned by the food service manager or shift cook as required to meet user groups' needs.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and/or skills required for the position. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed for guest and staff safety, and/or hospitality.

ADDITIONAL INFORMATION

HR use only	
NIC ADP Category	### / ###
Job code	NIC-ORM-###
Generic title	Kitchen Assistant
Pay grade	TBD
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	3/25/2016