

**Warm Beach Christian Camp and Conference Center
Ministry Description**

Ministry Title: **Food Service Worker**
Department: Food Service
Reports To: Food Service Manager
Revised By: Celia Brooke
Revision Date: 01/16

SUMMARY

Work as part of a dynamic team, where every member performs multiple roles. You will add value for our guests as you prepare, deliver, present and clean up for all aspects of meal and catering (snack) service. This position requires both the ability to consistently follow established best practices, apply your knowledge to make good, independent decisions about work flow and customer service, as well as work cooperatively with other members of the team. It is your mission to add value to transform raw materials and dining areas into an exceptional guest experience and to similarly add value to your team's work experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible to perform assigned duties in a safe and efficient manner in harmony with the Food Services Manual.
2. Know safe food handling practices and follow them.
3. Preparation of assigned food items, following established recipes and layout standards, as well as best practices for food safety and quality.
4. Work as a team to ensure the daily setup, monitoring and cleanup of customer contact and back of house work areas:
 - Setting tables, buffet lines, salad bar and drink stations consistently, according to set standards.
 - Stocking, restocking and serving of foods, beverages, snacks and supplies as needed, to ensure exceptional guest experience.
 - Cleanup of Dining Room, Kitchen, serving area and dish areas.
5. Prepare, deliver, set up and clean up catering requests and special events as assigned.

Additional responsibilities will be assigned to experienced/capable individuals who demonstrate an aptitude in the following areas:

6. Drive/deliver, setup, serve and clean up meals to out camp.

7. Assist the Cook in limited aspects of hot food preparation, panning/portioning, and with re-use or disposal of left over items.

8. Assist with stocking of deliveries.

9. Train new employees as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Food Handlers Permit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

MINISTRY STATEMENT

Warm Beach Camps and Conference Center provides and creates environments that demonstrate the work of Jesus Christ. As a staff, one of our commitments is to carry out our responsibilities in a way that will "keep the path clear to the cross."

CROSS TRAINING

Employee will be available to be cross trained into other areas of the ministry as needs arise, including: Accommodations, Office, Recreation Services (pool, mini golf.)

POSITION CLASSIFICATION This may be either a part-time, year-round position, or a full-time, summer position.