H.E. BUTT FOUNDATION

JOB DESCRIPTION

JOB TITLE:	**Food Service Assistant I**
DEPARTMENT:	Laity Lodge Family Camp
REPORTS TO:	Executive Chef
EFFECTIVE DATE:	
CLASSIFICATION:	**Non-exempt**

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 staff to ensure a high-quality dining experience for guests and staff during retreats and camps.

PROGRAM MISSION: Laity Lodge Family Camp (LLFC) is an interdenominational Christian family camp designed to strengthen relationships within the family system by providing a relaxed, fun-filled opportunity for families to be together in an atmosphere dedicated to Christ. LLFC is part of the ministries that is an expression of the Butt family's commitment, vision, and generosity. LLFC exists to make a difference in the world through refreshed and renewed people.

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

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Mental and Physical Demands

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Environmental Factors

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a commercial kitchen, but at times in a professional office environment. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

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

MANAGER SIGNATURE DATE