

POSITION DESCRIPTION

JOB TITLE: *Food Services and Hospitality Assistant* **DATE:** *May 2017*
DEPARTMENT: *Bosch Bahá'í School* **LOCATION:** *Santa Cruz CA*
REPORTS TO: *Coordinators of Food Services and Hospitality*

POSITION SUMMARY: Serves as an assistant for the food services and hospitality departments. Acts as back-up for Food Services Coordinator and Hospitality Coordinator.

KEY JOB RESPONSIBILITIES: *include the following. Other duties may be assigned.*

- Trains, supervises, and accompanies youth volunteers in assigned duties and guides work in the departments of Food Services and of Hospitality.
- Maintains a high standard of safety, with kitchen and housekeeping machinery and tools.
- Plans menus in consultation with Food Services Coordinator.
- Maintains an inventory of goods and supplies, orders and receives shipments, rotates food inventories to ensure freshness.
- Maintains stocks of cleaning supplies, chemicals and equipment for hospitality.
- Prepares and cooks all meals, noting need for a balanced diet and planning for vegetarian alternatives and special diets.
- Maintains sanitation and health regulations as established by state and local laws regarding food preparation, food storage, kitchen cleanliness.
- Maintains sanitation of public spaces and guest accommodations.
- Provides assistance in cleaning guest rooms, restrooms, and furniture, doing laundry, cleaning floors and carpets, setting up classrooms, removing trash, and recycling.
- Assists Coordinators in managing the budget and maintaining records of costs, especially in food preparation for large groups and in the use of materials and supplies.
- Performs related physical work, such as bending, kneeling, squatting, carrying, lifting of associated supplies, equipment, materials, furnishings, and fixtures, and thorough cleaning of all surfaces and spaces.
- Supervises kitchen and volunteer staff in absence of Food Services Coordinator and Hospitality Coordinator.
- Models in words and actions an attitude of humble service and a dedication to the highest standards of professional excellence.
- Participates in regular staff meetings, the sharing of information, reflections, the study of Guidance

SKILLS & QUALIFICATIONS REQUIRED: *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.*

- Knowledge of nutrition, handling budgets and cooking for large groups
- Ability to coordinate activities of other kitchen and hospitality personnel
- Knowledge of care, use and basic maintenance of housekeeping equipment such as vacuums, mops, buckets, linen carts, etc.
- Attention to detail and appreciation for excellence, cleanliness and beauty

- Ability to maintain personal safety and that of volunteers
- Ability to bend, kneel, squat, carry, and lift up to 50 lbs.
- Effective communication skills and ability to learn
- Ability to provide helpful customer service, and deal diplomatically with complaints and problems. Demonstrates behavior that meets Bahá'í standards and serves as a model to the residential community
- Is systematically completing the Ruhi sequence of courses and continuing to actively participate as an animator, children class teacher, study circle tutor, and/or on a team assisting in the cluster activities
- Three to four years prior cooking and supervisory experience desired
- Experience in hospitality
- ServSafe Certification or equivalent certification for the state in which you work