

POSITION DESCRIPTION

JOB TITLE: *Food Service Assistant (Summer)* **DATE:** *January 2017*
DEPARTMENT: *Bosch, Green Acre, or Louhelen Bahá'í School* **LOCATION:** *Santa Cruz CA; Eliot ME; Davis MI*
REPORTS TO: *Food Service Coordinator*

POSITION SUMMARY: Summer position. The Food Service Assistant assists with all aspects of operation of the school's kitchen and dining areas. Prepares, cooks, serves, and stores all food in an efficient, safe, sanitary manner. Cleans food preparation area, utensils, and equipment daily.

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

1. Prepares ingredients and cooks meals for staff and guests, following written recipes and menus.
2. Safely operates, cleans, and maintains utensils and equipment used in the kitchen.
3. Adheres to sanitation requirements in the handling and preparation of food.
4. Maintains the work area to be clean, safe, and sanitary.
5. Assists with cleaning of ranges, ovens, refrigerators, freezers, and other food service equipment on a regular, periodic basis.
6. Uses approved chemicals safely and according to directions on container.
7. Oversees operation of kitchen and dining rooms in the absence of the Coordinator.
8. Works with and supervises youth volunteers in meal preparation and dining room set-up, and cleaning.

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.*

1. Basic cooking and baking skills required; experience in both is preferred.
2. Ability to maintain personal safety and that of volunteers.
3. Effective communication skills and a strong orientation to learning.
4. Ability to provide, warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems.
5. Attention to detail and appreciation for excellence, cleanliness, and beauty.
6. Knowledge of MSDS (Material Safety Data Sheets) or of state standards of health and safety related to commercial food service is a plus
7. Demonstrates behavior of a high moral standard. Interacts pleasantly and appropriately with volunteers, staff, and guests.