

POSITION DESCRIPTION

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

POSITION SUMMARY: *Assists with all aspects of operation of kitchen and dining rooms.*

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

1. *Preps ingredients for the Cook. This includes but is not limited to: washing, cutting, mixing, traying and serving*
2. *Receiving and unloading supply trucks*
3. *Washing dishes*
4. *Clean-up of kitchen and dining rooms*
5. *Serves as host to guests to ensure that requests and personal needs receive timely, courteous and dignified responses.*

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. *Previous manual work experience desired.*
2. *Attention to detail and appreciation for excellence, cleanliness and beauty.*
3. *Ability to maintain personal safety*
4. *Effective communication skills and a strong orientation to learning.*
5. *Willingness to work at various shifts*
6. *Ability to provide warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems*
7. *Demonstrates behavior that meets high standards.*