



Community of Christ

Position Description –Lake Doniphan Conference and Retreat Center

Date	April 2021
Title	Kitchen Assistant
Education Requirements	High School Diploma/GED and one year of college/university preferred
Experience Required/Desired	Experience in commercial kitchen, hospitality, or school cafeteria preferred
Immediate Supervisor	Lake Doniphan Food and Hospitality Director
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input checked="" type="checkbox"/> Part Time (20 hours or more per week) <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>The Lake Doniphan Leadership Program provides participants with an opportunity to develop interpersonal, professional and life skills in a unique camp setting. Leadership Program participants will learn and work in multiple areas of camp, conference and retreat management. The assignment will vary each day and week, depending on the needs of the camp, and the skills of the participant.</p> <p>Training, certification and responsibility will focus on Program Hospitality and Food Service. Specific responsibilities may include office and guest support, meal preparation, inventory, sanitary/safety requirements, etc. Staff may live on site during summer season, May – August. Meals will be provided when Lake Doniphan provides meals for groups.</p>
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<p>Scheduled responsibilities may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Provide excellent customer service as one of Doniphan’s on-site liaisons to guests and visitors. 2. Ensure all food prep, storage, dishwashing and personal hygiene requirements of the Missouri Department of Health are followed.

	<ol style="list-style-type: none"> 3. Wash dishes, glasses, pots, pans, silverware, and all utensils for all meals served. 4. Sweep and mop kitchen and dining hall daily, as needed. 5. Remove trash from kitchen and dining room area to the dumpster. 6. Assist Cooks in food prep and serving. 7. Responsible for all setup and cleanup of salad bar, drink station, and toaster area. 9. Clean dishwasher at the end of each meal's cleanup. 10. Straighten counter tops and clean off after each meal. 11. Clean and disinfect sinks, stovetops, counter tops and meat slicer daily. 12. Clean and scrub trashcans in the kitchen and dining room routinely. 13. Clean and disinfect refrigerators, walk in, and microwaves on the inside and out. 14. Assist in unloading supply trucks, following food rotation routines to keep all supplies fresh and in date. 15. Help open and prepare the kitchen for season use and end of season cleanup, storing items not used on a regular basis once the season is over. 16. Maintain a monthly log of refrigerator, freezer and dishwasher temperatures. Notify Food and Hospitality Director immediately if temperatures are not within the correct range. 17. Report any equipment or supplies needed to the Food and Hospitality Director. 18. Complete all evaluation reports, incident accident reports and follow all policies and guidelines of the facility. 19. Attend staff meetings and trainings as scheduled. 20. Clean the kitchen and main dining area thoroughly at the end of the event to prepare for the next event. 21. Other duties as assigned.
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>Required</p> <ol style="list-style-type: none"> 1. First Aid Certification, training will be provided. 2. Food Handlers Certification or Serve Safe Certification, training will be provided. 3. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills. 4. An attitude of service to the customer that reflects patience, kindness and gracious hospitality to all. 5. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously. 6. An attitude of flexibility and adaptation to changing situations. 7. Ability to lift 50 lbs.
<p>Supervisory Responsibility</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>



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Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Grade (To be filled out by Human Resource Ministries)	N/A
Ministerial Status (to be determined by Human Resource Ministries)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status (to be determined by Human Resource Ministries)	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Please complete the following statement and sign:

I, _____ have read the job description, understand and will do my very best to fulfill the above responsibilities of a Kitchen Assistant for Lake Doniphan's Summer Leadership Program. I do give _____/ I do not give _____ my permission to use photos of myself in promotional materials for Lake Doniphan.

Signature _____ Date _____