

LAKEVIEW MINISTRIES

FOOD SERVICE ASSISTANT JOB DESCRIPTION

Position Description

The Food Service Assistant will work under the direction of the Food Service Coordinator (FSC) in order to prepare meals for groups and or schedule additional staff to assist with meal preparations; clean and organize the kitchens, track and restock inventory, and maintain the condition of the walk-ins.

Required Qualifications

1. Minimum age - 21 years old.
2. Desire and ability to work in a camp setting.
3. Willingness to support the Lord's ministry here at Lakeview Ministries by conducting themselves in a Christian manner.
4. Physically able to lift 30 pounds and be able to stand for extended periods.
5. The ability to follow the menu plan and tasks set forth by the FSC.

Desired Qualifications

1. Experience preparing meals for large groups in a commercial kitchen.
2. Ability to accept supervision and guidance, as well as to give supervision and guidance to other camp staff or volunteers.
3. Possess flexibility, a sense of humor, patience, initiative, self-control, adaptability, a willingness to learn, integrity, and ingenuity.

To Whom Responsible

The FSC in terms of training, work assignments, menu planning, personnel policies, and performance review.

Specific Responsibilities

1. When scheduled, coordinate the food preparation, food service, and the cleaning and sanitizing of all food service equipment, facilities, and areas.
2. Supervise any program staff or volunteers assigned to assist you.
3. Follow the menu as set forth by the FSC, and assist the FSC in planning the menu for future groups.
4. Help maintain stock levels and cleanliness of pantry, refrigerators, and other food storage areas.
5. Assist with keeping all kitchen utensils, pots, pans, serving dishes, and eating dishes clean and sanitary.
6. Assist with cleaning ovens, stoves, grills, refrigeration units, sinks, counters, dining tables, dining chairs, and other kitchen/dining equipment.
7. Assist with keeping the kitchen and serving area floors clean and sanitary.
8. **As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.**