

# Camp Manitoqua

## Job Description Form

**Division/Department:** Operations/Food Service

**Location:** Kitchen

**Job title:** Food Service Assistant

**Reports to:** Lead Cook/Food Service Coordinator

**Type of position:**

Part-time

**Hours/week:**

depends on season, negotiable

### General Description:

The Food Service Assistant generally provides assistant to the lead cooks and food service coordinator in preparing and serving a top-quality dining experience to our guests and campers.

### Experience and Qualifications Desired:

- Strong Christian faith; vibrant, personal relationship with Jesus Christ
- Excellent human relations skills
- Self-starter, highly motivated and goal oriented
- Food service experience preferred

### Areas of Responsibilities:

- Inventory: Checks in deliveries, stocks pantry, cooler and freezer using FIFO (first-in, first-out) method; conducts physical inventory as requested by the Food Service Coordinator; pulls stock as needed for food preparation
- Food Preparation: Assists cooks with variety of tasks including but not limited to, salad bar prep, panning products for baking, opening cans and boxes, assembling sandwiches, making Kool-aid and filling beverage dispensers, checking and filling coffee machines
- Cleaning: Washes dishes, pots, pans, and utensils throughout the shift using the dish machine and 3-compartment sink; cleans and sanitizes preparation areas between tasks (work tables, counters, floors); sweeps and mops kitchen and storage areas daily; sweeps walk-in coolers and freezer daily; cleans and sanitizes serving tables and steam tables after each meal; performs deep cleaning tasks as assigned by the Food Service Coordinator
- Other duties as assigned by the Lead Cook or Food Service Coordinator

### Work experience requirements:

- Must adhere to dress code and other rules of employment as established by Camp Manitoqua and the Operations Director
- Must have reliable transportation

### Restricted Activities

Employees under the age of 18 may not:

- Operate or clean the mixer (except for washing parts after have been removed by another staff member)
- Operate or clean the cooking range, griddle or oven
- Work in the kitchen without adult supervision
- Drive camp vehicles

**Reviewed by:**

**Title:**

**Approved by:**

**Title:**

**Date posted:**

**Date hired:**