



<b>Position Title:</b>	<b>Food Service Assistant</b>
<b>Position Classification:</b>	<b>Hourly</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>Supervisor:</b>	<b>Food Service Manager</b>

### **Job Summary**

The Food Service Assistant is hired by the Food Service Manager in consultation with the Director of Operations, and is called by the Board of Directors to serve the mission of Lutherhill. He/she reports directly to the Food Service Manager and performs food preparation and hospitality for the guests of Lutherhill.

### **Responsibilities**

- Adhere to personnel policies.
- Put hospitality first with all guests.
- Be safety conscious.
- Put forth the best effort possible in every task.
- Be open to new ideas and alternative methods of accomplishing tasks.
- Be responsible for the safety and well being of guests.
- Provide quality food service for all guests of Lutherhill.
- Prepare meals with the direction of the Food Service Manager.
- Notify the Food Service Manager of any needed items for food service and cleaning.
- Maintain a clean kitchen and dining room environment, in compliance with all Texas Department of Health requirements and all American Camp Association requirements.
- Report any mechanical or maintenance repair needed in writing to the Food Service Manager.
- When cleaning facilities ensure that all trash and recycling items are properly taken care of.
- When facilities are not in use ensure all air conditioner and heat units are set to appropriate settings or turned off.
- When present, greet guests to the site after regular office hours and welcome them to camp.
- When requested, participate in staff meetings.
- Other duties as assigned.

### **Qualifications**

- Understand the mission of Lutherhill and live it when representing Lutherhill.
- Must be at least 16 years of age.
- Willingness to work irregular hours.
- Able to handle multiple tasks and assignments as needed.
- Comfort in greeting guests.
- Current certifications in first aid and CPR (camp may provide)
- Current Serve Safe Certifications (camp may provide)
- Self-motivated and able to take initiative in resolving problems regarding issues related to the food service and hospitality of the camp.
- Have good moral character and integrity.
- Have good health and vitality.
- Be emotionally mature and stable.
- Have the ability to understand the needs of the guests and be able to place the needs of guests ahead of personal needs.
- Have the desire and ability to communicate well with others.