

THE SALVATION ARMY

METROPOLITAN DIVISION – Wonderland Camp and Conference Center

POSITION DESCRIPTION

POSITION TITLE:	Kitchen Assistant
LOCATION/DEPT:	Wonderland Camp and Conference Center
REPORTS TO:	Food Service Supervisor
FLSA CATEGORY:	Non-Exempt
STSTATUS TYPE:	FPT

MISSION

The Salvation Army Wonderland Camp and Conference Center exists to support the ministry of the Salvation Army by providing the opportunity to experience Christ through focused programs in a natural, safe, camp conference environment.

OUTCOMES

To serve the guests by providing clean dining rooms, serving food , and cleaning dishes, plus assisting in the food preparation area as requested by lead cooks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Dining rooms is setup for guests to arrive.
2. Serve food products as directed by lead cooks.
3. Ensure all dishes are washed and put into proper location.
4. Ensure the dining room and kitchen floors are swept and mopped.
5. Ensure salad bars and serving lines are cleaned and ready for use.
6. Assist cooks with food prep as directed.
7. See specific daily duties for each shift and make sure complete.
8. Clean and restock all bathrooms including floors, entry way floors and glass.
9. Arrive as scheduled for work and depart from work when lead cook dismisses you.
10. All other duties as assigned.

REPORTING RELATIONSHIPS

This position reports to the Food Service Supervisor.

This individual relates to and interacts with a wide range of contacts both within and outside The Salvation Army-Wonderland Camp and Conference Center, including lead cooks. In these contacts, they act as a representative of the Army and its mission.

There are to be no visitors while at work, and no distractions during work time.

EDUCATION/EXPERIENCE

- Current High School student or High School diploma.
- No experience necessary. Will provide training.

COMPETENCIES

- Ability to accept authority and work a flexible schedule.
- Good communication and interpersonal skills.
- A guest first attitude.
- Demonstrated ability to use initiative and be a self starter.
- An attention to detail.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities.
- In agreement with the philosophy, goals and objectives of The Salvation Army Wonderland Camp and Conference Center.
- Supportive of the mission of The Salvation Army.

POSITION LIMITATIONS

- The individual will only commit Agency resources which have been allocated or approved.
- The individual shall keep the Food Service Supervisor informed of all critical issues relating to his/her area of responsibility.
- This individual will adhere to all policies and procedures in carrying out the responsibilities of this position.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- This position is required to do light to moderate physical work.
- In order to successfully perform the essential functions of this position, the employee is regularly required to work with kitchen related equipment, handle food and food preparation.
- Must be able to lift or move up to 50lbs.
- The work environment for this position includes an office/kitchen environment with a low to high noise level.

SIGNATURES

SUPERVISOR/DATE

EMPLOYEE/DATE

Date: 9/08,1/09, 9/09

Date Revised: 09/10, 1/12, 2/18

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.