

HEARTLAND PRESBYTERIAN CENTER
POSITION DESCRIPTION

Title: Lead Kitchen Assistant

Purpose: To provide retreat and program guests with healthy food in a professional and welcoming environment.

Reports to: Hospitality Director

Responsibilities:

1. Prepare and serve meals as planned by Hospitality Director for all food service guests.
2. Assist Hospitality Director in meal planning, inventory management, checking in deliveries, and putting away groceries.
3. Supervise kitchen staff in preparation and service of meals.
4. Clean, sanitize, and maintain kitchen, dining room, and bathrooms as directed by the Hospitality Director.
5. Inform appropriate staff of supplies needed to maintain dining facility and kitchen.
6. Obtain and remain current on health department certification.
7. Oversee all non-certified staff to remain in compliance with all health department regulations, including appropriate documentation and servicing of all kitchen equipment.
8. Maintain all prep and eating surfaces appropriately to allow for a safe and welcoming dining experience.
9. Use inventory and supplies appropriately to ensure food service costs are kept in line.
10. Maintain dishes, pots, and food prep equipment.
11. Maintain laundry as needed.
12. Other projects as assigned.

Qualifications:

- Ability and willingness to follow all policies and procedures
- Positive attitude, flexibility, and good customer service skills
- Must be able to stand through 8 hour shifts
- Must be able to lift 50 pounds
- Must be able to work a flexible schedule including 40+ hours per week in the summer and varying hours throughout the year
- Food Safe Certification is preferred

Evaluation: The Hospitality Director will conduct a review at the end of three and six month's employment, and conduct an annual salary review and evaluation thereafter.

Terms: This person is hired for an indefinite term subject to termination in accordance with the Human Resource Policies of Heartland Presbyterian Center. This is a part-time, non-exempt, salaried position.