

Rhodes Grove Camp and Conference Center
Kitchen Assistant Job Description

POSITION TITLE: Kitchen Assistant

FSLA STATUS: Part-time/Non-exempt/Hourly @ \$12

Position Description

Reporting to the Head of Food Services, the Kitchen Assistant will help us live out our mission of creating Christ-centered experiences that reveal our place is God's story by providing oversight and coordination of kitchen service for groups utilizing the Rhodes Grove Camp and Conference facilities. All functions will be performed within the stated mission and core values of Rhodes Grove Camp and Conference Center.

Responsibilities

- Work with the Head of Food Services to provide meal services within the preplanned service schedule to campers and guests of Rhodes Grove Camp and Conference Center.
- Learn and incorporate all Food and Facility Safety Standards.
- Weekly preparation for incoming groups.
- Manage the Dining Services, Dining Room, Kitchen, and Kitchen Staff in the absence of the Head of Food Services.
- In the absence of the Head of Food Services, will:
 - Will lead meal shifts on weekends and occasional weekday meal shifts.
 - Create menus.
 - Place food orders.
 - Shop for food items and supplies.
 - Food prep for incoming groups.

Position Qualifications

- Must agree with the mission, core values and Biblical beliefs of Rhodes Grove Camp and Conference Center.
- High school diploma required.
- Valid Driver's License required.
- ServSafe certified or willing to become ServSafe certified.
- Must be available for weekends and evening hours of operations.
- Preferred computer skills include a working knowledge of Microsoft Office, internet use, e-mail.
- Must have excellent organizational skills and the ability to prioritize effectively to work within timelines and deadlines.
- Must have the ability to manage others.
- Must possess strong interpersonal skills with the ability to relate to guests.
- Must be able to work in environment that requires bending, lifting, and standing in place.
- Must provide Background Checks and Child Abuse Clearances.