

Rhodes Grove Camp and Conference Center
Operations Assistant Job Description

Revised Date: January 12th, 2023

POSITION TITLE: Kitchen Leader

FSLA STATUS: Non-Exempt/Hourly

Position Description

Reporting to the Head of Food Services to assist in the daily operations of Rhodes Grove Camp and Conference Center Food Services department and leading other Kitchen Staff. All functions will be performed within the stated mission and core values of Rhodes Grove Camp and Conference Center.

Responsibilities

- Follow the direction of the Head of Food Services.
- Assist in food preparation for guest groups.
- Oversee and lead Kitchen Staff.
- Assist in set-up of meal for guest groups.
- Serve meals and assist guests as needed.
- Assist in meal clean-up after each meal.
- Perform duties in a manner that policies and guidelines are followed, and expectations are met.
- Must arrive on time to clock in at the appointed start of shift.

Position Qualifications

- Must identify with and support the mission, core values and Christian beliefs of the Rhodes Grove Camp and Conference Center.
- Must be able to serve in all capacities to ensure highest quality of guest experience.
- Must be able to work in environment that requires bending, lifting, and standing in place.
- Must possess strong interpersonal skills with the ability to relate to guests, campers, and other team members.
- Must be available for evening and weekend shifts and the ability to have a flexible schedule.
- Must provide a Background Check and Child Abuse Clearance every 5 years.