

## ASSISTANT FOOD SERVICES DIRECTOR

### GENERAL JOB DESCRIPTION

The Assistant Food Services Director's primary objective is to provide a clean and safe kitchen area for our customers, volunteers and employees while performing assistance to the Food Service Director. This position will wash and clean tableware, pots, pans, floors and cooking equipment. They will ensure the dish room and equipment are clean and organized and assist with kitchen prep work, support the disbursement of food orders and other miscellaneous kitchen tasks. They are to support the lead cook in kitchen duties. The general responsibilities of the position include those listed below but may include other responsibilities as needed. These responsibilities may be modified depending on church events, catering or other business requirements.

### RESPONSIBILITIES

- Maintain a customer focus while performing duties serving everyone in the Name of Jesus.
- Create opportunities for fellowship for all guests.
- Assume the responsibility for the cleanliness of the kitchen.
- Load, run and unload the dish washing machine.
- Report any functional or mechanical problems to the Food Service Director as soon as possible.
- Apply ServeSafe cleanliness and sanitation procedures.
- Complete opening and closing checklists outlined by the Food Service Director.
- Inform the lead cook of product shortages and needs.
- Clean food preparation and production areas as required.
- Assist others in food prep and cooking responsibilities.
- Report all accidents and injuries to the Food Service Director in a timely manner.
- Assist in the recruitment of Food Service Ministry volunteers.
- Assist in the coordination and operation of all food service events associated with Discover Church Food Service Ministry.
- **Be willing to perform other duties and responsibilities as assigned.**

### SKILLS

- Present oneself in a highly professional manner to others.
- Understand that honesty and ethics are essential.
- Maintain a positive attitude.
- Communicate with co-workers and others with professionalism and respect.
- Maintain a professional relationship with all coworkers, volunteers, vendors, Pastors, managers and guests.
- Ability to use the computer, as needed, and time clock.
- Can work in a fast-paced kitchen, always maintaining professionalism.
- Can work unsupervised.
- Ability to always maintain proper motivation.
- Lead co-workers in a Christ-like manner.

## GENERAL REQUIREMENTS

- Show willingness to be open to learning and growing.
- Show maturity in judgment and behavior.
- Maintain high standards for personal appearance.
- Maintain high standards in the cleanliness of the Food Court area.
- Show high standards for the quality of food produced and served.
- Can work a flexible schedule.
- Comply with dress code requirements, remembering that we are representing Discover Church.
- Follow the requirements of wearing aprons, hairnets or hats, and slip resistant shoes.
- Must be able to work nights, weekends and some holidays.
- Can work the scheduled hours assigned and show up on time to perform duties.

## PHYSICAL REQUIREMENTS

- Can do significant walking or other means of mobility.
- Has the ability to work in a standing position for an extended period of time.
- Has the ability to reach, bend, stoop, push or pull, and frequently lift up to 35 lbs. and occasionally lift/move 50 lbs.

## PROJECTED HOURS

- Hours are approximately 1-20 hours per week.
- Have the ability to work nights, weekends and various shifts.
- Have the flexibility to support catering, church and building events.
- Food court service times on Sundays and other related events.

## WORKING CONDITIONS

- Generally in an indoor setting, however may support outside activities and events.
  - Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
  - While performing duties of the job is primarily in a controlled, temperate environment, there may be exposure to the natural weather during the support of outside activities and trash removal.
  - The noise level in the work environment is usually moderate to loud in volume.
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