



Job Title: Food Service Staff

Department: Food Service

Status: Part-time

Position Summary: Reporting to the Chef on duty and the Food Service Manager, the Food Service Staff participates in all aspects of food service by assisting with food preparation, serving meals and cleaning and preparing the kitchen and dining areas.

General Purpose: To provide an excellent dining experience for Skycroft retreat guests in a clean and pleasant atmosphere.

Specific Duties & Responsibilities:

- Assist in preparing and serving meals to retreat guests to include (but not limited to):
 - Washing, peeling and chopping vegetables and fruit
 - Preparing and maintaining cleanliness of salad bar, dessert bar and beverage stations
 - Monitoring and maintaining buffet lines and salad bar to ensure adequate level of food throughout a meal
 - Restocking items (paper products, condiments, flatware, etc.) as needed
 - Assisting guests by removing finished courses and taking dishes to dish room
- Assist in cleaning the kitchen and dining halls after guest use to include (but not limited to):
 - Disassembling serving lines, cleaning serving lines and beverage stations, sweeping/mopping floors, disposing of trash and resetting tables
 - Washing and sanitizing pots and pans
 - Assisting in the dish room by clearing, sanitizing and washing plates and utensils
 - Cleaning and mopping dining hall lobby and restrooms
- Maintain the cleanliness, health and safety standards of Skycroft as well as those mandated by the state and county health departments
- Perform other duties as assigned

Minimum Qualifications

- Desire to work in the Food Service Industry
- Ability to work cohesively with co-workers as a team
- Initiative to identify and complete tasks without prompting
- Good character, practicing integrity and adaptability
- Weekend availability required

Other Qualifications

- Previous experience in food service strongly preferred but not required

Physical Demands: While performing the duties of this job, the employee must be able to physically lift up to 50 pounds and will be required to stand and walk for long periods of time;

use hands; reach with hands and arms; stoop; kneel; crouch; handle cold or hot items; handle sharp objects; and talk, see and hear.

Work Environment: While performing the duties of this job, the employee works regularly indoors and may work under extreme variations in temperature. The employee may work with or around commercial food preparation or cleaning equipment. The employee may occasionally work with toxic or caustic chemicals such as cleaning sprays. The noise level ranges from quiet to loud.

General sign-off: This employee is expected to adhere to all company policies of Skycroft Conference Center and the Baptist Convention of Maryland/Delaware

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Updated: 1/12/17