

PCCC Job Description

THIS FORM MUST BE COMPLETED FOR ALL STAFF

(Must be submitted to HR before first day of work)



Name:

Position: Food Service Associate – Summer Seasonal

Reports To: Food Service Manager

Date Revised: 9/29/20

FLSA Status: Non-Exempt

POSITION SUMMARY

Responsible for getting meals out on time and up to the standard that is expected, completing the clean-up from a meal and prepping for the next day's meals and/or responsible for the operations of the Dining Room; ensuring that the needs of the guests are being met in a gracious and hospitable manner in accordance with the Food Service Manager's expectations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Welcomes the groups at the door and announces cleanup procedures to the groups. Visits with guests while going through the buffet line to ensure guest needs are being met.
- Required to get meals out on time and at the expectation of the Food Service Manager's quality standard.
- Maintain the cleanliness of the kitchen, storeroom, and Dining Hall (work clean).
- Notify the Food Service Manager of needed repairs or safety issues.
- Maintain an inventory of needed supplies; notifying the Food Service Manager of any items that need to be ordered.
- Complete dishes from any given meal in a timely manner.
- Read next day's menu to make pulls and prep what needs to be done.
- Maintains food expectations and preparation at all times.
- Ensures that guest needs are met at all times.
- Organize seating for groups and ensures that tables are appropriately set.
- Coordinate with the Food Service Manager on staggering mealtimes.
- Maintain food on buffet tables during mealtimes and is also responsible for the up-keep and cleaning of the buffet tables.
- Coordinate with Food Service Manager on weekly clean ups to ensure they are completed.
- Keep regular, timely attendance while maintaining a clean, safe, and unobstructed workplace
- Participate in staff Bible studies.
- Overlap into other areas of camp may occur as directed by the supervisor.

* These duties are not exhaustive; with consideration of the job requirements and employee's skills, this job description may be amended at the discretion of the employee's immediate supervisor.

JOB SKILLS AND QUALIFICATIONS

- Demonstrates a personal relationship with God through Jesus Christ, exercising personal faith through consistent daily living in accordance to God's Word. Able to lead or introduce campers to Jesus Christ as Savior.
- Understands the mission of Palomar Christian Conference Center and is in agreement with its Statement of Faith, and submits all other goals and desires to that main goal.
- Possesses excellent verbal and written communication skills.
- Possesses interpersonal skills such as are required to maintain positive relations with both staff and guests.
- Possesses excellent customer service skills and presents a professional appearance and demeanor.
- Possesses strong attention to detail and organization while managing multiple priorities.
- Is teachable in managerial and interpersonal skills, is self-directed, flexible, creative, and a good communicator.
- Enjoys and relates well with others, exhibits patience, and a strong Christian witness.
- Able to work in a fast-paced environment.
- Must obtain a food handler's certificate (will provide training).
- First Aid and CPR certified (will provide training).
- Able to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Able to lift a minimum of 25 pounds.

TYPICAL WORK SCHEDULE

- 8 hours per day, 40 hours per week

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required by their immediate supervisor to perform duties outside of their normal responsibilities.

I have read and received a copy of my job description. I understand this overrides any previous written or verbal communications I have received. I further understand that I am expected to follow my job as is outlined and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Print: _____ Sign: _____ Date: _____