



Kitchen Assistant Job Description

FLSA Status: **Non-Exempt, Part Time**
Schedule: **Fall/Winter/Spring Schedule: Monday and Tuesday mornings (approx. 3 hours a day) and Wednesdays (10:00 am – 7:00 pm)**

Reports to: **Hospitality Director**
Direct Reports: **None**

Job Summary

Assists Kitchen staff in preparing MidWeek Meals, Staff Luncheons, and other food service events, as needed.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Faithful in making disciples who make disciples.

Essential Functions

- East Kitchen Coffee Clean up on Mondays
- Preparation of Salad Bar items for Mid-Week
- Making tea, coffee, lemonade
- Prepping all necessary items for food lines (napkins, condiments, plates, etc.)
- At the conclusion of Mid-Week meals, stay until the kitchen is cleaned and all items are stored in their correct place
- Assisting with putting food orders away
- Assisting with overall cleanliness of kitchens
- Performing other duties as assigned

Qualifications and Skills

- High School Diploma or equivalent
- Restaurant Experience a plus
- Organized, takes initiative
- Communicates and works well with others
- Self-starter

Work Conditions

- Standing for extended periods of time.
- Dexterity to handle inventory and food items while preparing and serving food. Also, dexterity to operate a computer keyboard, mouse, and to handle other computer components.
- Ability to lift up to 50 pounds on a regular basis.
- Ability to work flexible hours including weekends based on ministry needs.
- Ability to work under stress during peak workload periods.

This position description reflects the church's assignment of essential functions and responsibilities. Nothing in this position description restricts the church's right to assign or reassign duties and responsibilities to this job at any time.