



DuBOIS CENTER

Illinois South Conference United Church of Christ

Position Description

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| TITLE: | Kitchen Helper |
| CLASSIFICATION: | Part-time, as needed |
| REPORTS TO: | Food Service Coordinator / Cook(s) on Duty |
| HIRING RANGE: | \$ 8.25 - \$8.50 per hour |

Growing Together... In Faith, in Respect for Ourselves and Others, and in our Care for Creation

GENERAL INFORMATION: DuBois Center is a ministry of the congregations of the United Church of Christ in Southern Illinois. Church membership is NOT a requirement for employment. Site and program staff work together to plan and implement the overall program and ensure the health and safety of each person involved. We provide facilities, services, programs and leadership that support the mission and strive to provide a "Ministry of Hospitality"; work with volunteers is a significant piece of our ministry. The expectation is that all staff members be collaborative team players.

PURPOSE: To assist in the safe and sanitary operation of the food service program for DuBois Center. The kitchen staff work as a team. Kitchen Helpers assist in all areas of the kitchen and dining room, as needed and assigned. They have primary responsibility for dishwashing and beverages.

DESIRED QUALIFICATIONS:

- Minimum Age: 16
- Enjoys working with people and possesses a sincere desire to serve others,
- Is supportive of our Christian purpose - as stated above,
- Is flexible and dependable,
- Is willing and able to accept direction,
- Is physically active and emotionally stable,
- Is willing to work in a "limited smoking" or "non-smoking" environment
- Is willing to take a TB test, take the Hepatitis A shot series, and submit to drug testing if requested.

JOB SEGMENTS:

- ❑ Provide for the health and safety of all guests and staff at all times, including:
 - a) following all health and safety guidelines,
 - b) arriving for work in neat, clean and appropriate attire.
- ❑ Arrive at the job site on time (or early) and ready to begin work.
- ❑ Bring in safety mats and prep dish washing area.
- ❑ Wash dishes, glasses, silverware, pots and pans by hand or machine, and put them away.
- ❑ Ensure that the dish washing areas are kept clean. Straighten counters and clean after each meal and as needed.
- ❑ Mix hot and cold beverages, and ensure that ice water is available in the dining hall throughout the day and other beverages at meal times.
- ❑ Assist with preparation of "cold" food items such as fruits and vegetables, ensuring that they are washed thoroughly following safe food handling practices.
- ❑ Ensure that freshened table wipes and the necessary plates and eating utensils are ready to go 20 minutes prior to each meal. (Do not "release" these until a staff supervisor is at the window ready to supervise.)

MORE ON BACK SIDE

JOB SEGMENTS continued:

- ❑ Assist with serving food.
- ❑ Pack and unpack canteen and cook-outs following safe food handling practices. Double-check that orders are packed completely and accurately.
- ❑ Participate in the provision of food service outside of the kitchen, including packing, serving and clean-up. This includes meals in the Rustic Village, at the barn and Deer Run.
- ❑ During the summer, pack, serve and unpack snack for “canteen”.
- ❑ Drive camp vehicles as needed and assigned for food runs to other on-site locations.
- ❑ Stock napkin basket, salt & pepper shakers and other condiments, ensure that they are on the tables for appropriate meals and that they are CLEAN.
- ❑ Ensure that all food service and storage areas are clean and tidy. Clean spills in kitchen, dining room and trash storage area.
- ❑ Sweep and mop kitchen, food service & clean-up areas of dining hall, walk-ins and pantries every day, and as needed.
- ❑ Check paper towel, toilet paper and hand soap dispensers in the kitchen and in all areas of Oak Lodge and the outside bathrooms of Roadside Cottage. Fill as needed.
- ❑ Check and take trash from all areas in Oak Lodge - kitchen, dining hall, bathrooms, meeting rooms and the outside bathroom of Roadside Cottage to the kitchen porch at the end of each shift, and as needed. If assigned, take to dumpster.
- ❑ Seal slop buckets, wipe off outside of bucket and put on kitchen porch.
- ❑ Assist with unpacking deliveries.
- ❑ Label, stock and rotate items in food storage areas as directed.
- ❑ Set tables if requested.
- ❑ Check with and assist Cooks and Cook Helpers with additional tasks throughout the shift.
- ❑ Assist with “End of Kitchen Day Procedures”.
- ❑ Clean and mop the bathrooms off the dining hall.
- ❑ Mop the dining hall on specified nights.
- ❑ These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as needed.

ESSENTIAL FUNCTIONS:

- Ability to lift at least 40 pounds, and unload and move food, supplies, and dishes.
- Ability to properly operate assigned equipment safely and efficiently.
- Ability to follow and understand written and oral instructions.
- Ability to assess cleanliness of dishes and food contact surfaces.

HOURS: This is a part-time, scheduled position which means that hours are not guaranteed. Hours vary, depending on the guest groups using our facilities. During the school year, hours we often have mid-week and weekend groups. During the summer, the average is 20-35 hours per week, unless otherwise agreed upon. Most days there are two shifts. Approximate shift times: 7:00 a.m. to 1:30 p.m. and 1:30 to 8:00 p.m. or when finished. Overall, scheduling is somewhat flexible, but staff members must be willing and able to work some weekends and evenings.