



DuBOIS CENTER
Illinois South Conference United Church of Christ
Position Description

TITLE: Kitchen Helper
CLASSIFICATION: Part-time, as needed
REPORTS TO: Hospitality Coordinator / Cook(s) on Duty
HIRING RANGE: \$17 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 Illinois South Conference of the United Church of Christ. Church membership is NOT a requirement for employment. We provide facilities, services, and programs that support our mission and provide a "Ministry of Hospitality."

PURPOSE: To assist in the safe and sanitary operation of the food service program for DuBois Center. Kitchen Helpers assist in all kitchen and dining hall areas as needed and assigned.

DESIRED QUALIFICATIONS:

- Minimum Age: 16
- Possesses a sincere desire to serve others and is supportive of our Christian purpose
- Is flexible, dependable, and able to accept direction
- Is physically active and emotionally stable
- Is willing to work in a "limited smoking" or "non-smoking" environment

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) having a high level of personal hygiene
- ☐ Ensure that the dining hall is kept "guest-ready" (i.e., seasonal beverages are available, service windows are clean and tidy, floors are swept/mopped, salt and pepper shakers and condiment bottles are filled, Oak Lodge soap dispensers and sanitary paper products are stocked, and trash is taken out as needed).
- ☐ Assist with preparing, serving, and cleaning up meals, cookouts, and snacks.
- ☐ Drive camp vehicles as needed for food runs to other on-site locations.
- ☐ Check with and assist Cooks and Cook Helpers with additional tasks throughout the shift.
- ☐ Assist with "End of Kitchen Day Procedures."
- ☐ These are not the only duties to be performed. Some 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 the cleanliness of dishes and food contact surfaces.

HOURS: This is a part-time, as-needed position. Hours vary depending on the guest groups using our facilities. During the spring and fall, we sometimes have mid-week groups and often have weekend groups. During the summer, we serve meals 6-7 days per week, with the average number of hours per week being 20-35 hours unless otherwise agreed upon. Typical shift times: 6:30 or 7:00 am to 1:30 or 2:00 pm and 1:00 or 1:30 to 7:30 - 8:30 pm or until all the work is done. All food service staff must be willing and able to work some weekends.

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