

Job Description

Position: Food Services Assistant
Classifications: Full-Time, Program Staff, Non-Exempt
Reports To: Food Services Manager
Supervises: Part-time Kitchen Staff and Volunteers, as directed by Food Services Manager

Job Summary

The Food Services Assistant prepares daily breakfast and lunch for the Child Development Center (CDC) and supports the Food Services Manager in providing meals for church and outside groups. This position serves as the primary point of contact for food services in the Food Services Manager's absence.

Essential Functions

- Prepares breakfast and lunch for the CDC, Monday through Friday.
- Ensures all Food Services policies and procedures are followed, including ServSafe safety and sanitation standards.
- Helps maintain Health Department inspection ratings at or above acceptable levels and completes required sanitation training.
- Collaborates with the Managing Director of Schools and the Food Services Manager to plan appealing, nutritious menus that accommodate food allergies and other dietary needs.
- Determines food and supply needs for CDC meals and assists the Food Services Manager with vendor orders.
- Assists the Food Services Manager with meal preparation for church and outside groups.
- Transports meals across campus as needed.

Other Responsibilities

- Helps develop and improve Food Services standards, procedures, and policies.
- Participates in continuing education to stay current on health standards and nutrition trends.
- Assists with table busing, cleanup, and proper storage of china, glassware, silverware, cookware, and serving utensils, as well as cleaning of tables, stoves, ovens, and floors.
- Assists the Food Services Manager in training and directing part-time staff and volunteers in food preparation, meal service, cleanup, and sanitation procedures.
- Maintains effective working relationships with church staff, members, and vendors.

Minimum Qualifications

- Associate's degree or certificate in culinary arts, food service management, or a related field, or equivalent professional experience.
- At least one year of hands-on cooking experience in an institutional kitchen.

- Current ServSafe certification.

Schedule and Work Environment

- Regular schedule is Monday through Friday, with availability for special events as required.
- Works primarily in the kitchen in a fast-paced, high-volume setting with firm deadlines and frequent interruptions.

Physical Requirements

- Prolonged standing; frequent bending, stooping, and reaching; occasional sitting.
- Ability to lift up to 50 pounds unassisted.
- Hand-eye coordination and manual dexterity sufficient to operate kitchen equipment and standard office equipment, including a computer, copier, and calculator.
- Normal or corrected hearing and vision.

This position description is not intended to be a comprehensive listing of activities, duties, or responsibilities that are required for this role.

Contact

Email resume and cover letter to careers@covenantpresby.org.