8122 W. Sauk Trail * Frankfort, IL 60423
Manitoqua.org | 815.469.2319
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Food Service Assistant Job Description

Department: Operations

Reports to: Lead Cook/Food Service Coordinator

Type of Position: Part-time, seasonal, 15 – 25 hrs/week

General Description: The Food Service Assistant generally provides assistance to the lead cooks and food service coordinator in preparing and serving a top-quality dining experience to our guests and campers.

Wages and Benefits: https://cpmfiles1.com/manitoqua.org/2027-wages-benefits-posting.pdf

Duties and Responsibilities

Inventory:

1. Checks in deliveries, stocks pantry, cooler and freezer using FIFO (first-in, first-out) method
2. Conducts physical inventory as requested by the Food Service Coordinator
3. Pulls stock as needed for food preparation

Food Preparation:

1. Assists cooks with variety of tasks including but not limited to:
   a. Salad bar prep
   b. Panning products for baking
   c. Opening cans and boxes
   d. Making Kool-aid and filling beverage dispensers
   e. Checking and filling coffee machines

Cleaning:

1. Washes dishes, pots, pans, and utensils throughout the shift using the dish machine and 3-compartment sink
2. Cleans and sanitizes preparation areas between tasks (work tables, counters, floors)
3. Sweeps and mops kitchen and storage areas daily
4. Sweeps walk-in coolers and freezer daily
5. Cleans and sanitizes serving tables and steam tables after each meal
6. Performs deep cleaning tasks as assigned by the Food Service Coordinator

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Such other duties and responsibilities as requested by the Food Service Coordinator or Operations Director

Experience and Qualifications

Personal: Vibrant relationship with Jesus Christ, committed to the authoritative Word of God, passionate for facilitating ministries that change lives, is devoted to furthering the purpose and mission of Manitoqua Ministries, and is an active member in good standing in a church of Jesus Christ

Human Relations: Team player, good communicator and listener, effective decision maker; task driven

Education: Completed 8th grade and must be at least 14 years old

Specific Requirements

Knowledge, Skills, and Abilities

1. Must have reliable transportation
2. Physically active from light to medium type of work and in a variety of environmental conditions