

Calvin Crest Conferences
Job Description – Food Services Associate
Updated 2/21/2017

Direct Report To:

Director of Food Services

Status:

Non-Exempt Hourly

Purpose:

To follow the Director of Food Services plan for Calvin Crest's Food Service that will cater to the needs of guests, campers, and programs. Help meet all Board of Health and state requirements to maintain kitchen cleanliness and certification. Participate in Calvin Crest's hospitality for guest conferences; welcoming and serving them as required or requested. Able to provide meal service and supervise seasonal staff when Director of Food Services is not on duty. To assist the Director of Food Services in developing healthy, nutritious meals with variety to meet intergenerational needs. To develop a clear understanding of Calvin Crest Conferences' goals, objectives and opportunities. To be aligned with Calvin Crest's program, service, constituent and mission plan needs. To participate in the spiritual life of Calvin Crest Conferences.

Qualifications:

- Displays an evident Christian Faith.
- High School degree or equivalent
- Previous food service experience preferred.
- Experienced and able to use a computer and the following: Google Docs, Google Sheets, and Google Presentations
- Ability to meet and exceed Board of Health standards and healthy living standards for food service.
- Ability to work without direct, constant supervision, maintaining accountability.
- Creative, proactive problem solving abilities; displays positive attitude
- Ability to communicate effectively, verbally, in writing, one on one, or in a group setting.
- Desire to continue to grow and accept more organizational responsibility.
- Able to serve diverse cultures and socio-economic groups so that all are accepted and included.
- Personal initiative, self-starter, able to work independently, and work well with a group
- Personal neatness, dependability, honesty, congeniality and work schedule flexibility.

Responsibilities:

- Follow Director of Food Services menu plans.
- Provide input to the Director of Food Services; plan and prepare meals to meet the program and guest schedule.
- Follow schedules developed by Director of Food Services.
- Be able to serve as a primary cook as scheduled for year round and summer programs.
- Supervise and assist with dish washing, clean up and sanitation processes.
- Utilize leftovers, implement proper food handling and storage procedures.
- Participate in food service training, follow all food service policies and procedures required by the Board of Health. Be aware of, and follow, all regulations for food service operation and health requirements.
- Be willing to complete food service training and certifications.
- Assist Director of Food Services to organize equipment and supplies in dining halls, kitchen, pantry and kitchen supply storerooms.
- Assist Director of Food Services in receiving food orders and storing food and food service supplies.
- Lead food service operations for cookouts and outpost dining if so directed by Director of Food Services.
- Practice adequate inventory control to reduce waste and spoilage, maintain a cost efficient service operation.
- Follow proper nutritional meal preparation standards as directed by Director of Food Services.

- Complete all reports as needed by other staff members.
- Help orient, train and develop staff and volunteers at direction of Director of Food Services
- Follow all organizational policies and procedures.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Expectations:

- Have knowledge of the organization, its purposes and its policies
- Attend all staff meetings, participate in community events, weekly Bible studies, and be active as a volunteer in Oakhurst and the surrounding area
- Act as an ambassador for Calvin Crest
- Has a clear and evident Christian faith
- Act with professionalism, stewardship, responsibility, and accountability
- Maintain and nurture healthy guest, co-worker and supervisor relationships.
- Able to accept constructive criticism
- Respect and adhere to principles of confidentiality in all Calvin Crest matters, including those involving customers, donors, and organizational affairs.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

Nondiscrimination:

Please refer to the Employee Manual on our statement about Calvin Crest Conferences as an Equal Opportunity Employer.

Work Hours:

Normal working shifts are 6:00 am to 3:00 pm, 9:00 am to 6:00 pm, 11:00 am to 8:00 pm, evenings and weekends as scheduled or needed, with exchange time off for time worked during holidays.

Evaluation:

The Director of Food Services will prepare an annual review. The review will be based on achievement of goals and objectives previously agreed upon, and subjective evaluation regarding overall performance. Changes to compensation and benefit package will be based upon this review and other economic factors, and approved by the Executive Director.

Furlough:

In the event that Calvin Crest's financial circumstances make it necessary, you may be required to take unpaid leave (furlough days) for one or more days.

Pay and Benefits:

Please refer to the employee manual for pay and the benefits of working at Calvin Crest.