



## JOB DESCRIPTION

*This job description is an overview of the duties and responsibilities assigned to the role identified below. It is not intended to cover every work assignment the job may have, but rather to cover those work assignments which are essential, predominant, and recurring. Responsibilities and duties may change, or new ones may be assigned at any time, with or without notice.*

Job Title:	Dining Services Associate	Date:	6/3/2024
Department/Group:	Camp Weed	FLSA Status:	NON-EXEMPT
Reports To (position):	Dining Services Director	Market Midpoint	\$13-15/hour

### JOB SUMMARY

The Kitchen Staff is responsible for providing meals for campers, guests, visitors and staff, preparing meals for special diets, ordering food and cleaning/ organizing kitchen, and appliances. In addition, the kitchen staff are responsible for general cleaning and maintaining meal records and ensures that each camper, guest, and visitor receives the highest caliber of service.

### KEY RESPONSIBILITIES

- Works with the Dining Services Director to properly prepare meals, taking special care for people with allergies/dietary restrictions.
- Ensures food is prepared, ready for consumption, and served on schedule.
- Washes dishes, silverware, and cooking equipment during and after each meal.
- Maintains cleanliness of the kitchen and dining room and ensures all equipment is clean, stored and ready for the next meal preparation.
- Sets tables for meals.
- Maintains buffet-style food items are kept warm and replenished during mealtimes
- Assists in the maintenance of kitchen inventory.
- Assists with meals and snacks that are catered outside the dining hall.
- Keeps equipment logs up to date and correct.
- Demonstrates a commitment to safe food handling procedures.
- Handles guest inquiries and requests in a friendly and professional manner.
- Provides hands-on support to other departments and assists with special projects as needed.

### ROLE QUALIFICATIONS

#### EDUCATION & EXPERIENCE REQUIRED

- At least three (3) months related experience and/or training
- Effective written and verbal communication skills
- Strong attention to detail
- Strong analysis and problem-solving skills
- Effective customer service and hospitality skills

#### PREFERRED

- High school diploma or GED
- Some post-high school education
- Certified in First Aid and CPR
- Understanding and appreciation of the Episcopal Church and sincere desire to carry out its mission

## KEY COMPETENCIES

- **Leadership:** ability to handle tasks and work independently and intentionally develop and utilize positive and ethical leadership traits
- **Creative Thinking:** ability to demonstrate conceptual creative thinking, taking an idea and visualize/describe the opportunity, then recognize the potential fit with culture and product lines
- **Integrity and Ethics:** ability to gain the confidence and trust of others through honesty, authenticity, taking responsibility for own actions, and telling the truth.
- **Accountability:** ability to act with a clear sense of ownership; takes personal responsibility for decisions, actions, deliverables, and failures; establishes clear responsibilities and processes for monitoring work and measuring results; embraces experimentation, creativity, and positive change
- **Team Orientation and Collaboration:** ability to successfully build and maintain collaborative relationships to work effectively together as a team through shared responsibility, respect, and empathy to complete a shared goal for a common good
- **Mission/Goal Orientation:** ability to define issues and focus on achieving workable solutions consistent with fulfillment of church mission and consistent with the church's ministry process.

## WORKING CONDITIONS/EQUIPMENT USE

- Ability to work nontraditional hours
- Physical stamina and the ability to perform repetitive tasks, lift heavy objects, stand for extended periods, and work indoors and outdoors in hot and cold temperatures Ability to be ambulatory in a camp setting
- Valid driver license with proof of insurance
- Must be able to lift up to fifty (50) pounds with assistance