



Manitoqua.org | 815.469.2319  
8122 W. Sauk Trail, Frankfort, IL 60423

## Manitoqua Ministries

### Food Service Assistant Job Description

**Department:** Operations/Food Service

**Job title:** Food Service Assistant

**Reports to:** Lead Cook/Food Service Coordinator

**Type of position:** Part-time, seasonal

**Hours/week:** 15 – 25 per 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.

**Experience and Qualifications Desired:**

- Strong Christian faith; vibrant, personal relationship with Jesus Christ
- Excellent human relations skills
- Self-starter, highly motivated and goal oriented
- Food service experience preferred

**Areas of Responsibility:**

- Inventory: Checks in deliveries, stocks pantry, cooler and freezer using FIFO (first-in, first-out) method; conducts physical inventory as requested by the Food Service Coordinator; pulls stock as needed for food preparation
- Food Preparation: Assists cooks with variety of tasks including but not limited to, salad bar prep, panning products for baking, opening cans and boxes, assembling sandwiches, making Kool-aid and filling beverage dispensers, checking and filling coffee machines
- Cleaning: Washes dishes, pots, pans, and utensils throughout the shift using the dish machine and 3-compartment sink; cleans and sanitizes preparation areas between tasks (work tables, counters, floors); sweeps and mops kitchen and storage areas daily; sweeps walk-in coolers and freezer daily; cleans and sanitizes serving tables and steam tables after each meal; performs deep cleaning tasks as assigned by the Food Service Coordinator
- Other duties as assigned by the Lead Cook or Food Service Coordinator

**Work experience requirements:**

- Must adhere to dress code and other rules of employment as established by Camp Manitoqua and the Operations Director
- Must have reliable transportation

**Restricted Activities**

Employees under the age of 18 may not:

- Operate or clean the mixer (except for washing parts after have been removed by another staff member)
- Operate or clean the cooking range, griddle or oven
- Work in the kitchen without adult supervision
- Drive camp vehicles