



## Manitoqua Ministries

### Food Service Assistant Job Description

**Department:** Operations/Food Service

**Job title:** Lead Cook

**Reports to:** Food Service Coordinator

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

**Hours/week:** 24-40 per week

#### General Description:

The Lead Cook generally provides assistant to the Food Service Coordinator and leadership with the food service assistants in preparing and serving a top-quality dining experience to our guests and campers.

#### Experience/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:

- Takes direction from Food Service Coordinator
- Oversees all aspects of respective shifts
- Supervises and assists in preparation of all foods
- Directs work of food service assistants; trains and assists them when necessary
- Ensures all food preparation, safety and sanitation procedures during shift meet or exceed standards set by Manitoqua and the State of Illinois
- Cleans own preparation area
- Assists with dishwashing, cleaning and other tasks listed below
- Is conscientious of food and labor costs at all times
- Presents a warm and caring atmosphere for guests and staff
- Provides input for the ordering of stock
- Perform other duties as assigned by the Food Service Coordinator or Operations Director

#### The following duties are shared by all food service staff and shifts.

**\*\*Assignment to any of the following duties will be at the discretion of the Food Service Coordinator.**

- Must adhere to dress code and other rules of employment as established by Camp Manitoqua and the Operations Director
- Food service laundry
- Sweeping and mopping floors in work areas including cleaning floor mats
- Taking out garbage from all areas
- Washing dishes, pots and pans, equipment, etc.
- Labeling and storing food after preparation or meal service
- Setting up dining tables
- Breaking down boxes