



Kitchen Assistant
Position Guide

Position Overview: To assist Food Service Director (or designee) with meal preparation, operate the dish room and assist with cleaning and sanitizing the kitchen.

Jesus Christ and His Word are the standard by which we live our lives and conduct our ministry. It is our greatest responsibility and privilege to serve Him. The successful impact of our ministry and the way we operate is built upon the conviction that in all we do, we do for the glory and honor of Jesus Christ. Jesus Christ is the center of all things at Kenbrook. As we serve our guests and minister to our community, we are ultimately serving Him.

The Kenbrook staff is a team, working together to serve God through relationships, programs and services that promote community, discipleship, innovation and ministry. It is vital that staff understands that “going the extra mile,” serving beyond the scope of our job description is often a part of what we are called to do. Whatever our task, we must bear in mind that our service is ultimately unto the Lord.

Classification: Part-Time

Qualifications:

- Growing, personal relationship with Jesus Christ
- Supportive of the mission, vision and values of Kenbrook Bible Camp
- Teachable spirit; team-player attitude; servant heart; responsible; industrious; hospitable
- Love for and desire to work with people in a camp and retreat setting
- Work efficiently and effectively supervised and unsupervised
- Excellent interpersonal and relational skills in communication (oral and written), understanding, grace and faithfulness
- Excellence, courtesy, consistency and professionalism in phone, written/typed message etiquette
- Ability to process, identify and strengthen systems and structures
- Comfortable speaking in front of small groups
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- Able to lift and carry up to 50 pounds
- Regularly connected with a local body of Christ

Reports to: Food Services Director

Responsibilities:

- Assist Food Services Director as needed with meal preparation

- Ensure all serving line dishes, silverware, drink cups, etc. are stocked and ready for meal
- Receive dishes at dishoom window to ensure timely cleaning and availability of space at window
- Operate dishwasher and wash all dishes, silverware, cups, etc. according to sanitary standards
- Thoroughly clean, sanitize and dry all stainless counters at end of each day
- Clean, drain and shut off dishwasher; wipe all outside surfaces
- Sweep and mop the dish room and kitchen floor at end of day
- Empty all trash cans and take garbage to dumpsters
- Other duties as assigned

Note: This position guide does not state or imply that the duties enumerated here are the only duties and responsibilities that may be assigned or expected of this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature: _____

Date: _____

Employee Name: _____

Supervisor's Signature: _____

Date: _____

Supervisor Name: _____