

KITCHEN ASSISTANT/HOUSEKEEPING LUTHER VILLAGE

GENERAL SCOPE AND DUTIES:

As Kitchen Assistant, duties are assigned by the Head Cook and are generally to assist in food preparation, service and cleaning.

As housekeeping staff, duties are assigned by the Guest Services Coordinator and are to prepare cabins for incoming guests.

LINE OF AUTHORITY:

As Kitchen Assistant, responsible to the Head Cook.

As housekeeping staff, responsible to the Guest Services Coordinator or other designate.

RESPONSIBILITIES AND DUTIES:

-Helps in any area of the kitchen or dining room as assigned by the Head Cook, as per the Kitchen Manual.

Detailed Duties:

-Washes dishes, glasses, silverware, pots and pans as needed.

-Sweeps and mops kitchen and dining hall floor.

-Serves meals and drinks in a cheerful and polite way.

-Assists in the preparation of food for meals such as cutting, peeling and cleaning vegetables; mixing juice

-Sets tables

-Helps unload supply trucks puts supplies away.

-Completes housekeeping duties as assigned following the written guidelines and check lists.

-Communicates with campers and staff in a cheerful, polite and honest manner.

-Cooperates and facilitates the smooth operation of food services and housekeeping services.

QUALIFICATIONS:

-Some experience and knowledge of kitchen and housekeeping duties.

-In good health and able to physically carry out all duties.