



JOB DESCRIPTION

JOB

TITLE: Food Service Staff **DATE:** February 2016

PROGRAM /

DEPT: Lake Louise Christian Community **REPORTS TO:** Food Service Director

DIVISION: Food Service **SUPERVISOR OR MANAGER?:** No

STATUS: Seasonal **FLSA STATUS:** Non-Exempt

PROGRAM & POSITION SUMMARY

Lake Louise Christian Community, Camp and Retreat Center offers residential Christian camping adventures to children, youth, adults and families year round. Lake Louise Christian Community (LLCC) is a sanctuary empowering personal growth, faith, and knowledge within a community. The mission of LLCC is to offer an environment and provide leadership for opportunities promoting healthy relationships, personal wholeness and spiritual well-being.

The Seasonal Food Service Staff, under the direct supervision of the Food Service Director, assist with all daily tasks associated with the Food Service Program.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Model Christian faith to all persons with whom they encounter and interact with while on duty at LLCC.
- Cleaning of all dishes including cookware by utilizing the automatic dishwasher or established hand washing procedures.
- Follow all health and safety standards as set forth by the Michigan State Department of Public Health and Safety, the Michigan Department of Consumer and Industry Services and the American Camp Association.
- Setting of tables and all serving areas prior to each meal.
- Cleaning the dining and kitchen areas after each meal by washing tables, sweeping and mopping the floors as needed.
- Assist with the upkeep and cleanliness of the kitchen facilities.
- Assist with the set-up, food preparations, serving and clean-up of outdoor meals and events.
- Assist with the preparation and serving of food for each meal under the supervision of the Food Service Director or the Acting Supervisor on duty.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- Must be at least 18 years old and a High School Graduate or equivalency.
- Preferred experience in working in an active consumer kitchen environment.
- Preferred experience in providing direct customer service.

Knowledge, Skills & Abilities:

- Motivated self-starter who is outgoing, flexible and able to manage multiple projects efficiently.
- Ability to work both collaboratively and independently.
- Responsive to direct supervision with an eagerness to learn through “on the job training” opportunities.
- Ability to work at multiple tasks while maintaining attention to detail.
- Available to work flexible hours and days including weekends.
- Ability to communicate effectively with a variety of people in a variety of situations including the direct supervisor, coworkers, staff and guests.
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations.

Clearances Required Prior to the First Day of Employment:

Background Check: Required	TB Screening - Negative Tuberculosis Test: N/A	First Aid/CPR Certificate: Recommended
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PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent bending, standing, stooping, kneeling, reaching, twisting, and walking.
- Frequent lifting, pushing, and pulling.
- Frequent repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.
- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
- Driving is not required for this position.

If driving a car is required for the position, incumbent must have a valid Michigan driver's license and be able to provide proof of DMV record and personal insurance (if required.)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is a large commercial kitchen located on the property of a residential children’s camp and ministry.
- The worker is subject to noise: Noise level in work environment can be moderate to excessive.
- The work environment includes contact with many children, who may be loud and at times behaviorally challenged.

- The work environment will include children ages 7-17 years old and adults.
- The worker is frequently exposed to cleaning products.
- The worker is subject to outside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

LAKE LOUISE CHRISTIAN COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

To Apply for the Position: Applicants should send a cover letter addressing their qualifications and a resume outlining their work and volunteer experiences. Send both items to:

Lake Louise Christian Community
11037 Thumb Lake Road
Boyne Falls, MI 49713
ATTN: Food Service Director

Fax: 231-549-2729 and email execdirector@lakelouisecommunity.org also accepted.