

**TIMBER-LEE CHRISTIAN CENTER
POSITION DESCRIPTION**

POSITION: Dining Room Assistant (PT)
DEPARTMENT: Food Service
RESPONSIBLE TO: Food Service Director

I. QUALIFICATIONS

- A. Is a professing Christian committed to following, in both spirit and practice, the principles listed in the Statement of Faith.
- B. Show a willingness to follow regulations and guidelines set down by Timber-lee and the Food Service Department.
- C. Demonstrated ability to take initiative.
- D. Possess good communication skills.
- E. Is able to carry items weighing up to 40 pounds up and down 12 stairs.

II. GENERAL RESPONSIBILITIES

Assist in operating and maintaining Timber-lee's food service.

III. SPECIFIC RESPONSIBILITIES

- A. Assist cooks in maintaining and stocking food service areas, equipment, and practices that meet or exceed accreditation, regulatory standards for food service, and a high level of cleanliness that includes all kitchen, serving, and dining areas.
- B. Provide a welcoming, friendly hospitality experience to Timber-lee guests.

IV. BASIS FOR MEASURING PERFORMANCE

- A. Shows by example a solid spiritual walk with Jesus Christ.
- B. Maintains a positive attitude of ministry toward the position, fellow workers, and guests' needs.
- C. Guest comments rate Timber-lee's food service experience at 4.5 points or higher on a 5-point scale, or 3.6 points or higher on a 4-point scale for both quality of food and staff interactions. In addition, internal customers' assessments are positive. Guests describe staff as welcoming, friendly, and helpful.
- D. ACA and state standards are met, and routine inspection by the food service director shows ongoing adherence to standards and cleanliness. Also, equipment is in proper working order.