

**TIMBER-LEE CHRISTIAN CENTER  
POSITION DESCRIPTION**

**POSITION:** Food Service Assistant/Utility (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. Has a working understanding of food production, presentation, and kitchen sanitation.
- C. Experience and/or culinary education preferred.
- D. Is able to lift and carry items weighing up to 50 pounds for a distance of ten feet.
- E. Is able to pick up items weighing up to 50 pounds off the floor, carry them up or down 12 stairs, and lift them head high to storage shelving.
- F. Demonstrated ability to take initiative.
- G. Possess good communication skills.

**II. GENERAL RESPONSIBILITIES**

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

**III. SPECIFIC RESPONSIBILITIES**

- A. Assist cooks in providing good quality food in sufficient quantities in a timely fashion.
- B. Assist cooks in maintaining food service areas, equipment, and practices that meet or exceed accreditation regulatory standards for food service and high level of cleanliness that includes all kitchen, serving, and dining areas.
- C. Provide for 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.