



RiverTree Christian Church

Position Description

POSITION TITLE	Food Services Associate	Effective Date of Description	June 2021
Campus/Department:	Jackson Campus	Team:	Food Service - Includes church, school, events
Position Status:	Part Time – 20 hours/week year round, events may be extra		
Pay Status:	Hourly	Exempt Status:	Non-Exempt
Position Reports To:	Food Service Manager		
Position Supervises:	None		

Position Summary:

To serve as a team member on the Food Service Team. Cross training on all positions. Responsibilities may include all aspects of the food service team, including planning, preparation, cooking, set-up, tear-down.

Duties and Responsibilities:

1. General Kitchen Duties
 - a. Opening kitchen routine
 - b. Follow food allergy procedures and guidelines
 - c. Follow state guidelines and requirements for food safety
 - d. Maintain kitchen storage and equipment in a sanitary manner
 - e. Follow inventory control guidelines
2. Primary Duties
 - a. Prepare fruit, milk and paper products for school lunch
 - b. Prepare and setup school PM snack items and paper products
 - c. Obtain school lunch count and food allergy information
 - d. Deliver school lunch to classrooms
 - e. Deliver PM snack carts to hallways
 - f. Assist in keeping Grains book up to date
 - g. Assist in updating Snack Prep instruction book
3. Church and School Functions
 - a. Assist with food preparation
 - b. Assist in serving food
 - c. Assist in set-up and clean-up
 - d. Assist in the clean-up of the kitchen
 - e. Be creative in food presentation
4. Other Responsibilities

- a. Stay on the cutting edge of food service knowledge by in house training, online training or conferences
 - b. Develop a good working relationship with others on the food service team and with others on Team RiverTree
 - c. Neat appearance and pleasant attitude
5. Church is a non-smoking facility
6. Maintain a high standard of morals and Christian behavior
7. All other duties as assigned

WORKING CONDITIONS:

- Sitting or standing for long periods of time, this is a moderately active position
- Must be able to lift, bend and carry
- Talking/hearing to teach or communicate with those inside or outside of the church
- Church is a non-smoking facility

SPIRITUAL REQUIREMENTS:

- Loves Jesus and a daily pursuit of Christ is evident in their life
- Commitment to personal spiritual growth
- Commitment to taking a Sabbath
- Commitment to developing intentional community and living a life on mission

ADDITIONAL NOTES:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

This job description is a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member.

I have reviewed and understand the preceding job functions required of me and I am prepared to meet the requirements of the position, either with or without accommodation. (Please describe if an accommodation is required.) _____

Team Member Signature

Date

Team Leader Signature

Date