

HEARTLAND CENTER
POSITION DESCRIPTION

Title: Kitchen Helper

Purpose: To assist in providing Christ-centered hospitality to retreat guests and summer campers by providing tasteful, healthy, age-appropriate meals in a clean, warm, and welcoming environment.

Reports to: Kitchen Manager

Responsibilities:

1. Demonstrate and integrate a commitment to the mission of Heartland Center and work with all staff to provide quality Christ-centered hospitality and working environment to all.
2. Help prepare and serve healthy tasteful meals for retreat guests and summer campers as planned by the Kitchen Manager.
3. Assist Kitchen Manager in inventory management, checking in deliveries, and putting away groceries.
4. Ensure that the dining hall and all eating/serving/prep areas are cleaned appropriately before, during, and after each shift, this includes, but is not limited to, sweeping & mopping floors, cleaning bathrooms, & hauling trash.
5. Inform appropriate staff of supplies and maintenance needed to maintain dining facility and kitchen.
6. Use inventory and supplies appropriately to ensure food service costs are kept inline.
7. Maintain dishes, pots, food prep equipment, and laundry.
8. Other projects as assigned.

Qualifications:

- Physically able to lift 50 pounds, spend extended amounts of time standing, and perform repetitive duties such as chopping and mopping.
- Ability and willingness to follow all policies and procedures.
- Positive attitude, flexibility, and good customer service skills.
- Culinary training or experience in cooking preferred. (Willing to train the right person)
- Food Handler Certification is preferred.

Evaluation: The Kitchen Manager will conduct a review at the end of three and six months employment and conduct an annual salary review and evaluation thereafter.

Terms: This person is hired for an indefinite term subject to termination in accordance with the Human Resource Policies of Heartland Presbyterian Center. This is a part-time, non-exempt position.