

The Mountain Retreat & Learning Center

Job Title: Food Service Worker

Classification: Nonexempt

Salary Grade:

Reports to: Food Services Director

Date Revised: 2/23

Summary/Objective: Working effectively with kitchen team, and complying with company procedures and food safety policies, the MRLC Food Service Worker is responsible for supporting the food services operation by prepping food ingredients, preparing meals, serving customers swiftly and efficiently, all while maintaining health code compliance. The Food Service Worker will assist in preparing hot items for breakfast, lunch and dinner, and serve these as well as grab-and-go items. In addition, this position will maintain knowledge of our menu items, and provide customers with correct information where necessary.

Essential Functions:

Food Preparation Responsibilities:

- Preparing workstation with required ingredients and equipment, and keeping station sanitary and organized throughout shift.
- Performing preparation duties such as rinsing, peeling, slicing and dicing fruit and vegetables.
- Weighing and measuring ingredients.
- Preparing ingredients following recipes and guidelines.
- Steaming vegetables and other basic cooking responsibilities.
- Ensuring ingredients are tagged, date-labeled, covered, stored and rotated effectively.
- Overseeing food levels and restocking items on time.
- Keeping utensils and equipment clean and sanitary.
- Establishing stock levels at end of shift and capturing information on standardized stock sheets.
- Unloading and storing deliveries.
- Cleaning and organizing work areas, equipment, utensils and service station.
- Removing trash and clearing storage bins.

Food Serving and Customer Service Responsibilities:

- Following guidelines to ensure correct serving temperatures and adequate portion control.
- Serving customers in fast, efficient and friendly manner.
- Providing customers with information regarding food ingredients and availability.
- Escalating customer concerns and complaints to management.
- Complying with relevant safety, hygiene and service standards and procedures.

Sanitation Responsibilities:

- Ensuring the availability of clean dishes by washing dishes, pots, pans, and flatware.
- Preparing dining areas and kitchen for next shift by cleaning and restocking dining areas and cook stations.
- Cleaning machines and appliances used in the kitchen, such as coffee makers, pots, and pans, mixers, etc.
- Sweeping and mopping floors, especially in the event that items are broken or spilled.

Other Duties as Required:

- Be an engaged and positive member of The Mountain community. Attend staff meetings.
- Promptly respond to trustee requests and attend Board meetings when invited.

Competencies:

- Proficient understanding of food allergies and modified diets.
- Able to work as part of a team in a busy kitchen atmosphere
- Completion of provided training program.
- Excellent communication skills, both verbal and written.
- Basic mathematical skills.
- Excellent people skills.

Supervisory Responsibilities: none

Work environment:

- Exposure to kitchen equipment - large and small ovens, stoves, steam kettles, mixers, sheeter, fryers, rational ovens, Steamers, tilt skillets, fridges and freezers, dishwasher

Physical Demands:

- Constant standing and walking throughout shift
- Lifting - Up to 50lbs-25% of work time
- Lifting - Under 20lbs 100% of Work Time
- Carrying - Over 20lbs 100% of Work Time
- Pulling - Over 20lbs 100% of Work Time
- Good mobility - Bending, standing, reaching, cutting, lifting, pushing, repetitive physical movements, dexterity and full range of motion of hands to whisk, scoop, cut scale, shape and move product as needed.
- Ability to wash dishes / scrub pots and pans
- Available to work shifts and extended hours.

Required Education and Experience:

- High School Diploma, GED, or suitable equivalent
- 6+ month's food service experience.

- Able to read and follow standardized recipes

Preferred Education and Experience:

- 2+ years' experience as a Cook in the restaurant industry
- ServeSafe Certification preferred
- Proficient knife-handling skills.
- Proficient understanding of Macon County Health Code requirements.
- Strong knowledge of proper food handling procedures

Additional eligibility qualifications:

- Understanding of Unitarian Universalist values; knowledge of how the UUA, regions and districts work in support of local congregations is very valuable.

AAP/EEO statement:

The Mountain Retreat & Learning Center is an Equal Opportunity Employer and is committed to the full inclusion of all.

Other duties disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.