



...a Premiere Christian Camp and Retreat Center

887 Jumonville Rd., Hopwood, Pennsylvania 15445-9901

(724) 439-4912 (724) 439-1415 fax (800) 463-7688 toll free
info@jumonville.org www.jumonville.org

Summer Staff Kitchen Dining Room Staff

revised August 8, 2004

TITLE:

The title shall be KITCHEN/DINING ROOM STAFF.

QUALIFICATIONS

EDUCATION AND EXPERIENCE: Minimum of 16 years old. Experience in food handling & sanitation is very helpful.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

Because of the importance of clean, proper preparation of food, the kitchen/dining room staff plays a vital role in the program of Jumonville. The cheerful, efficient performance of the duties adds to smooth operation of the facilities and adds to the success of a Jumonville experience. Since this person comes in contact with counselors, staff and campers at meal times, it is important that actions and attitudes are consistent with the principles of Christian love and concern for persons. "Safety" rules should be explained and enforced for the welfare of all concerned; "convenience" rules or procedures should be explained and cooperation within the context of the Christian community fostered.

The kitchen/dining room staff works in cooperation with the leaders of the events and must seek to understand the philosophy and program, and help implement the program by fulfilling all reasonable requests for food services. If there is any doubt regarding "reasonable request", consult with the Food Service Supervisor.

Attitude is of utmost importance in relationships with campers & staff. Patience, concern, compassion, fairness, and love are requisites.

PRINCIPLES OF EMPLOYMENT:

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position works under the supervision of the Food Service Supervisor and the Assistant Food Service Supervisor.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

1. Assist in the preparation of food including but not limited to:
 - a) Washing, peeling, and slicing vegetables and fruits
 - b) Baking bread, cookies, etc...
 - c) Preparing and pouring juice
 - d) Cooking as directed
2. Carrying out the instructions of the Dining Room Host/Hostess so the dining room is handled in an efficient and pleasant manner. This includes but is not limited to the following:
 - a) Carry food to tables, clean tables of dirty dishes and trash after meal is over
 - b) Sweep floor after every meal. Empty garbage cans and replace after every meal
 - c) Report to Dining Room Host/Hostess and Food Service Supervisor before leaving the kitchen to see if anything else needs to be done
 - d) Put windows up and down during day; lock doors at end of the day
 - e) Keep porches and bell area clean of litter; keep fireplaces clean and stocked with wood.
 - f) Maintain accurate log of milk delivery and usage monthly on form provided.
3. Following the instructions of the Food Service Supervisor regarding cleanliness according to the Health Department regulations and other general cleaning as needed. This includes but is not limited to:
 - a) Washing shelves, counters, and equipment
 - b) Cleaning meat slicer after each use

- c) Wash bus carts every day
 - d) Sweep and mop kitchen and dining room floors as directed
- 4. In accordance with instructions from the supervisor, maintain stocks of food in pantry, cooler and storeroom in neat, orderly and clean condition.
- 5. Work in the dishroom and pots and pans area as directed by the Food Service Supervisor or the Assistant Food Service Supervisor. More detail on this area can be found in the Summer Staff Dishwasher Job Description.
- 6. Any other duties as may be specified by the President and his/her designee.