

**Job Opening: Cafeteria/Food Service**

*May 17, 2023*

**JOB SUMMARY**

Performs a wide range of duties involved with preparing and/or serving foods and beverages in one or more of a variety of food service environments. May perform such duties as preparing salad items, hot foods and/or cold foods, and/or assisting in the preparation of bakery items, as appropriate to the position. May assist in cleaning work areas, equipment, utensils; assist in set up, and service; and collection of garbage/trash as appropriate to the area of operation. Serve food to customers and/or perform cashiering duties, as appropriate.

**ESSENTIAL JOB FUNCTIONS**

* Sets up food service, kitchen, or salad area facilities, equipment, and utensils, under detailed instruction, in accordance with specific area needs; checks food temperatures and/or prepares areas for daily operations; may operate cooking or bakery equipment as assigned.
* Conveys food and supplies from the main kitchen, bakery, and/or salad preparation area to the serving site either by carrying or by utilizing a motorized cart.
* Follows prescribed procedures in setting up hot and cold food lines; chooses proper utensils and sets steam line to appropriate temperature for menu items.
* Prepares or assists in the preparation of hot and cold meat and vegetable dishes, beverages, salads, sandwiches, pie fillings, simple bakery items, salad dressings, and/or other similar food items, as appropriate to the position.
* Assemble food according to instructions.
* As needed, replenish foods, silverware, glassware, and dishes.
* Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensures disposition of spoiled or unattractive food, defective supplies/equipment, and/or other unusual conditions.
* Clean and maintain work areas, including floors, facilities, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation.
* Washes pots, pans, and other service ware ensuring sanitary handling; organizes and replaces service ware to appropriate location.
* Performs miscellaneous job-related duties as assigned.

**AUTHORITY, ACCOUNTABILITY**

Authority as designated by the supervisors. Work is performed with limited supervision. There are specific guidelines to follow; however, the work requires the ability to carry out duties and meet deadlines independently.

**KNOWLEDGE AND SKILL**

Well-developed knowledge of principles, policies and beliefs of the Seventh-day Adventist Church and the Washington Conference. Must exhibit initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform secretarial and support duties with speed and accuracy without constant supervision.

**EDUCATION/EXPERIENCE/CREDENTIALS**

• Adherence to the basic beliefs and practices of the Seventh-day Adventist Church

• Ability to work well under minimal supervision

• Capacity to take direction

• Strong attention to detail

• Physically capable of lifting and moving objects up to 40 pounds as necessary

**HOURLY RATE:**

$15.74 - $20.00

**ADDITIONAL INFORMATION:**

* Employment Type: Temporary
* FLSA Status: Hourly Non-Exempt
* Work Location: Auburn Adventist Academy

**EQUAL EMPLOYMENT OPPORTUNITY**

The Washington Conference of Seventh-day Adventists is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex, age, national origin, marital status, physical or mental disability, or other protected categories under Washington laws, regulations, or local ordinances. The Washington Conference prohibits any form of workplace harassment, misconduct, or abuse. The Washington Conference hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.

**Acknowledgement**

I have fully read and understand my job description. I intend to perform the essential functions to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that I should not be able to fully comply with the tasks, responsibilities and physical demands as outlined in this job description.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_