

**HEARTLAND PRESBYTERIAN CENTER**  
**POSITION DESCRIPTION**

**Title:** Lead Kitchen Assistant

**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 to all.
2. Prepare and serve meals as planned by Kitchen Manager for all food service guests.
3. Assist Kitchen Manager in meal planning, inventory management, checking in deliveries, and putting away groceries.
4. Assist in supervising kitchen staff in preparation and service of meals.
5. Clean, sanitize, and maintain kitchen, dining room, and bathrooms as directed by the Kitchen Manager.
6. Inform appropriate staff of supplies needed to maintain dining facility and kitchen.
7. Obtain and remain current on health department certification.
8. Oversee all non-certified staff to remain in compliance with all health department regulations, including appropriate documentation and servicing of all kitchen equipment.
9. Maintain all prep and eating surfaces appropriately to allow for a safe and welcoming dining experience.
10. Use inventory and supplies appropriately to ensure food service costs are kept inline.
11. Maintain dishes, pots, and food prep equipment.
12. Maintain laundry as needed.
13. Other projects as assigned.

**Qualifications:**

- Ability and willingness to follow all policies and procedures
- Positive attitude, flexibility, and good customer service skills
- Must be able to stand through 8 hour shifts
- Must be able to lift 50 pounds
- Must be able to work a flexible schedule including weekends and varying hours throughout the year
- Food Safe Certification is preferred

**Evaluation:** The Kitchen Manager will conduct a review at the end of three and six month's 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.