

**Department:** Retreat Ministries

**Reports to:** Cook on duty

**Overview:** Under the supervision of the Head Cook, help manage the Retreat Center and Guest House kitchens of Liebenzell Retreat Ministries, which has the capacity to host 250 guests.

#### **Relationships with other departments**

- Works as a team with the cooks and other kitchen helpers to serve the many guests coming to the Liebenzell retreat center
- Treats staff from other departments with courtesy and respect
- Assists the building and grounds crews by keeping the kitchen areas inside and outside clean and well-ordered

#### **Duties**

- Maintains a clean environment by keeping hair tied back and hats on, checking temperature, washing hands, and using aprons and gloves
- Keeps in close communication with the cooks to check menus and help them throughout the meal
- Preps all cold foods
- Checks and fills hot water and puts on coffee stations
- Keeps coffee stations restocked with all coffee accessories
- Wraps silverware correctly and covers with plastic film
- Prepares dishwasher window pan for silverware
- Puts food out correctly in the chaffing pans with sternos lit
- Serves meals, checks for refills, and stores food correctly after the meal
- Wipes down and sanitizes all serving surfaces, coffee station surfaces, and guest tables and chairs
- Cleans and sanitizes microwaves and cream refrigerator
- Sweeps and mops dining room and kitchen floors
- Takes trash to the dumpster
- Recycles boxes, cans, glass, and plastic containers
- Washes all dirty dishes, pots, pans, utensils, and silverware
- Wipes down all kitchen counters
- Wipes down the dishwasher and dishwasher counters, empties strainer under dishwasher, and drain counter of dishwasher and shelf above
- Empties pails from wiping counters and sinks into dishwasher sink
- Sweeps kitchen, pantry, bathroom, and walk-in floor
- Moves everything away and out from under all shelves, counters, stoves, and sinks, making sure nothing is under all the counters, stoves, and sinks

- Empties mop bucket, rinses, and cleans mop head
- Asks cooks if anything else needs to be done before ending the shift

### **Job Qualifications**

- Completed high school education, or active high school student
- Sign the Liebenzell Ministries Doctrinal Statement, testifying adherence to the doctrinal position
- English language fluency and ability in writing with style
- Proven professional skills, evidence of good judgment, results driven
- High organizational commitment and professionalism
- Creative, innovative, and intuitive
- Able to establish and accomplish self-directed goals and objectives

### **Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands
- Vision abilities required by this job regularly include close vision, distance vision and peripheral vision
- Ability to lift up to 40 pounds and climb stairs while lifting
- The noise level in the work environment regularly varies from moderate to loud