



Job title: Pantry Assistant
Department: Kitchen
Grade: 10

FLSA status: Non-Exempt
Reports to: Pantry Supervisor

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Assists in preparing the produce, dairy and dessert items for guests that contributes to an overall excellent food service experience.

General Purpose: To help produce balanced guest meals by preparing cold food items (salad bar, dairy, desserts) so that it can help them connect with God & each other.

Role Qualifications:

- A personal relationship with Jesus Christ
- Must contain an excitement for the mission of Sandy Cove Ministries

Essential Job Functions/Responsibilities:

- Prepare salad bar, cheese trays, fruit trays, desserts and dairy condiments by chopping fruits & vegetables, making and cutting desserts and placing fruits, vegetables and cheeses on appropriate trays
- Place prepared salad bar items in appropriate place, monitor & maintain level of food items during meals
- Meet guest requests, including special dietary needs
- Assist in maintaining the highest level of cleanliness and safety within Kitchen as well as ensure all health & safety regulations as mandated by law and Sandy Cove policy
- Clean up by putting away leftover food, sweeping/mopping floors, scrubbing and sanitizing work stations and washing utensils
- Stock delivered items, rotate stock and clean refrigerators and shelves as needed
- Complete any other reasonable task assigned

Essential Skills and Experience

- Ability to foresee needs and problem solve accordingly
- Flexible and has ability to adjust to guest needs
- Effective communication skills
- Strong organizational skills
- Creative
- Ability to work under pressure and produce accurate results

Nonessential skills and experience:

- Experience working in Christian camps or conference centers
- Knowledge of safe food handling procedures
- Prior food service experience (preferred)

Reporting to this position: None.

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand for long periods of time, walk, sit, bend, stretch, push use hands, climb stairs, balance, stoop, kneel, talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds and handles cold and sharp items.

■ *Work environment:* The noise level in the work environment ranges from minimal to very loud. Room temperature can fluctuate dramatically and floors can become slippery.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Signature: _____

Date: _____

Created: 3-21-10

Revised: 9-23-14