

JOB DESCRIPTION

May 2018

Employer: Laurel Ridge Moravian Camp, Conference and Retreat Center

Job Title: Food Handler

Job Classification: Part-time

Reports to: Lead Cook/Food Service Manager

Job Summary:

Food Handlers will perform duties assigned by the Lead Cook/Food Service Manager to ensure that all food service needs are met, proper safety methods are utilized and the kitchen is clean at all times.

Essential Functions:

- Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.
- Package take-out foods and/or serve food to customers.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Prepare and serve a variety of beverages such as coffee, tea, and water.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Inform supervisors when supplies are getting low or equipment is not working properly.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas. Store food in designated containers and storage areas to prevent spoilage.
- Stock cupboards and refrigerators, and tend salad bars and buffet meals.
- Scrape leftovers from dishes into garbage containers.
- Load dishes, glasses, and tableware into dishwashing machines.
- Clean all work areas, equipment, utensils, dishes, and silverware.
- Remove trash and clean kitchen garbage containers.

Education/Experience:

- Previous experience in Food Services.
- Experience or training in customer service.

Philosophy of Job Descriptions

Laurel Ridge seeks to clearly identify and outline the expectations of all Laurel Ridge staff. This job description comprises most of the duties expected of the person serving in the noted position. To meet the ever-changing needs of Laurel Ridge, duties or responsibilities may be added, deleted or altered at any time. Any changes will be discussed with the employee and acknowledgement of the changes will be confirmed by signature. All Laurel Ridge Job Descriptions will be reviewed annually.

I, the undersigned, acknowledge that I have had the opportunity to review and discuss this job description. I understand that this job description may be changed at any time to meet the needs of Laurel Ridge. I also understand that Laurel Ridge is an “at-will” employer and that my employment and compensation may be terminated at any time, either by me or Laurel Ridge, with or without cause, and with or without notice.

Employee Signature _____ Date _____

updated: 3/3/2015