

## POSITION DESCRIPTION

**POSITION TITLE:** *Food Services Assistant*      **DATE:** *January 2023*  
**DEPARTMENT:** *Office of Education and Schools*      **LOCATION:** *Baha'i School Davison, MI*  
**REPORTS TO:** *Food Services Coordinator*      **APPLY TO:** *bno-service@usbnc.org*

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**OFFICE SUMMARY:** The permanent schools work collaboratively with individuals, institutions, and communities to serve the goals of the Plan. Vital to this effort is a continued engagement with families and agencies in the schools' service areas and their community building efforts of expansion and consolidation, social action, and participation in discourses. Our permanent Bahá'í Schools provide a place of learning, fellowship, and service to all diverse participants who attend programs provided by the Office of Education and Schools, and local and regional institutions.

**POSITION SUMMARY:** The Food Services Assistant works with the Food Service Coordinator to provide healthy, delicious meals to visitors attending programs at the school. They contribute to the welcoming atmosphere of the food services area and dining room. The Assistant mentors, trains, and is a role model for volunteers and summer kitchen staff. They contribute to a culture of learning, fellowship, and consultation, modeling good character and attitude of service. This is a part-time position.

**KEY POSITION RESPONSIBILITIES:** *include the following. Other duties may be assigned.*

1. Contributes to the school culture of unity, learning, and collaboration.
2. Models cultural sensitivity and applies spiritual principles in attitude and behavior.
3. Engages in a consultative process and solves problems to achieve unity of thought and action.
4. Participates in school staff meetings, study sessions, and events.
5. Reflects and exhibits the values and principles like rectitude of conduct and freedom from prejudice in character, attitude, and behavior.
6. Builds strong, positive, and collaborative relationships while striving for efficiency and excellence.
7. Collaborates with staff to assist in the smooth functioning of all areas of the school.
8. Prepares and cooks meals following standard recipes, noting the need for a balanced diet and planning for vegetarian alternatives and special diets.
9. Plans menus in consultation with Food Services Coordinator.
10. Assists in maintaining an inventory of goods and supplies, ordering and receiving shipments, and rotating food inventories.
11. Assists the Coordinator in planning food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food are preserved.
12. Assists Coordinator in managing the budget and maintaining records of costs, especially in food preparation for large groups and in the use of materials and supplies.
13. Assists the Coordinator to train, supervise, and accompany volunteers in their assigned duties, applying the principles of empowerment and capacity building.
14. Maintains a high standard of safety with kitchen procedures, machinery and tools.
15. Follows health regulations as established by state and local laws regarding food preparation, food storage, kitchen cleanliness.
16. Supervises food service in the absence of the Coordinator.

**SKILLS & QUALIFICATIONS REQUIRED:** *To perform in this position successfully, an individual must be able to perform each essential function listed above satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. Willing to learn about the principles and activities essential to the school and to join in staff studies of the writings and messages of the Bahá'í Faith.
2. Willing to contribute to the school culture of learning, fellowship, and consultation, as well as model good character and a spirit of service.
3. Communicates with humility and openness with individuals of diverse backgrounds.
4. Ability to work independently and in collaboration with others.
5. Ability to encourage and support others in their learning and development
6. Demonstrates a humble posture of learning, creativity, flexibility, reliability, and trustworthiness
7. Ability to maintain confidentiality and use good judgment
8. Able to meet diverse and changing needs while maintaining priorities
9. Knowledge of applied nutrition and kitchen safety preferred
10. Food Safety certification preferred
11. Experience in budgeting and cooking for large groups preferred
12. Three to four years prior cooking experience preferred
13. Three to four years of supervisory experience desired
14. Ability to coordinate activities of other kitchen personnel
15. Attention to detail and appreciation for excellence, cleanliness and professional appearance .
16. Demonstrates an openness and attitude of learning
17. Ability to provide helpful customer service and deal diplomatically with complaints and problems.
18. Demonstrates behavior that meets a high moral standard and serves as a model to the residential community
19. Has or will obtain a Food Safety certification, able to safely operate all kitchen equipment.
20. This position operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and chef's knives. The employee is frequently exposed to heat, steam, fire and noise. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The employee is frequently required to stand and walk. The employee is occasionally required to sit, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.