

## POSITION DESCRIPTION

POSITION TITLE:	<b>Hospitality/Kitchen Helper (Summer)</b>	DATE:	<b>December 2022</b>
DEPARTMENT:	<b>Office of Education and Schools</b>	LOCATION:	<b>Baha'i School</b>
REPORTS TO:	<b>Hospitality &amp; Food Service Coordinators</b>		

---

**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 Helper assists with Food Services and Hospitality as assigned. In Food Services the duties focus on providing meals, efficiently and warmly, to the program participants through basic food preparation, cleaning, and serving meals. In Hospitality the duties focus on providing a clean and welcoming environment to the program participants through excellent housekeeping in common rooms, classrooms, and guest rooms. They contribute to a culture of learning, fellowship, and consultation, modeling good character and an attitude of service. In addition to hourly compensation, food and housing on campus is provided. This is a summer position, usually for three months (June – August).

**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 when engaged with staff and guests.
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. Collaborates with staff to assist in the smooth functioning of all areas of the school.
7. Responds to participant requests in a timely, courteous, and dignified manner.
8. Assists the Hospitality Coordinator in ensuring that all spaces are comfortable, clean, safe, and beautiful.
9. Assists in the serving and preparation of food including washing, cutting, mixing, and traying.
10. Receives and unloads supply trucks.
11. Washes dishes, pots, and pans, and puts them away.
12. Cleans kitchen and dining room.

**SKILLS & QUALIFICATIONS REQUIRED:** *To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. A Bahá'í in good standing, actively involved in the activities of the Plan.
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 diverse individuals.
4. Ability to work independently and in collaboration with others.

5. Attention to detail and appreciation for excellence, cleanliness, and beauty.
6. Ability to provide warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems.
7. Previous manual work experience desired.
8. Previous kitchen experience desired.
9. Able to acquire a food handler's permit for the appropriate state.
10. Ability to lift and bend over a long period of time.
11. Ability to clean and sanitize fixtures, floors, and furniture.
12. Ability to effectively use a washing machine and clothes dryer.
13. Knowledge, use, and care of basic maintenance of housekeeping equipment.
14. Ability to maintain personal safety.
15. 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. When performing housekeeping duties, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme temperatures and conditions. The noise level in the work environment can be loud. 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.