

POSITION DESCRIPTION

POSITION TITLE: **Kitchen Helper (Summer)** DATE: **January 2023**
DEPARTMENT: **Louhelen Bahá'í School** LOCATION: **Davison, MI**
REPORTS TO: **Food Service Coordinator**

OFFICE SUMMARY: The Office of Education and Schools works 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.

POSITION SUMMARY: Kitchen Helpers assists with all aspects of operation of kitchen and dining rooms with a focus on food ingredient preparation, cleaning, and serving. They contribute to a culture of learning, fellowship, and consultation, modeling good character and service. This is a summer position, usually for three months (June – August).

KEY POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS: *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. Prepares ingredients for the Cook, includes but is not limited to: washing, cutting, mixing, trayng and serving
7. Receiving and unloading supply trucks
8. Washing dishes and putting them away
9. Clean-up of kitchen and dining rooms
10. Serves as host to guests to ensure that requests and personal needs receive timely, courteous and dignified responses.

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. A Bahá'í in good standing with experience 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 service.
3. Communicates with humility and openness with diverse individuals.
4. Ability to work independently and in collaboration with others.
5. Previous manual work experience desired.

6. Attention to detail and appreciation for excellence, cleanliness and beauty.
7. Ability to maintain personal safety
8. Effective communication skills and a strong orientation to learning.
9. Willing to work various shifts
10. Ability to provide warm, helpful, efficient customer service, and deal diplomatically and effectively with complaints and problems
11. Demonstrates behavior that meets high standards.
12. Able to obtain a food service health card.
13. 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.