

# **River Mountain**

## **FOOD SERVICE ASSISTANT**

### **RIVER MOUNTAIN FOOD SERVICES**

The Food Service Assistant is responsible for food preparation and kitchen / dining room cleanliness, ensuring that health department certification requirements are met.

A primary function of this job, and every job at River Mountain, is to ensure that each guest and visitor receives the highest caliber of care and service.

Food Service Assistant reports to the Executive Director.

#### **Qualifications**

- At least six months experience in food-service.
- Certified Food Safety Professional (CFSP) Certification.
- Awareness of food allergies or other special needs.

#### **Essential Abilities and Qualities**

- A strong sense of responsibility for the health and well being of all RM guests.

#### **Responsibilities**

##### **Preparation of Meals**

- Produce meals as needed for groups, staff, meetings, and other requests for food service, based on group size, needs, and requests.
- Produce meals, hot or cold, with consideration as to how and when guests will be able to enjoy the food (e.g., dinner table; backcountry meals; cookouts).
- Produce meals at scheduled times.
- Operation of all types of commercial-kitchen equipment, including gas, electrical, and mechanical food-service equipment.

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## **Management of Kitchen**

- Maintain temperature records of refrigerator and freezer units.
- Establish and maintain inventory records for food inventories and other needed supplies.
- Order food and supplies from vendors.
- Plan menu and food preparation for offsite events (backcountry hikes; canoeing).

## **Health Department Standards**

- Maintain food preparation and personal hygiene techniques and standards, based on the strictest applicable safety codes.
- Maintain food-handling / food safety certifications.
- Maintain the highest level of safety in the kitchen, with emphasis on proper lifting methods; handling hot items; floor maintenance (i.e., clean, dry, free of obstacles).

## **Documentation**

- Maintain food-purchase records and temperature logs for safety (and for inspection / accreditation purposes).

## **Other Job Duties**

- Attend training that would benefit the Retreat and its employees and guests.
- Assist in any tangential duties, as needed.

## **Job Type: Part-time**

**Pay: \$12.00 - \$16.00 per hour**