



## **Food Services Staff**

### **Qualifications**

This person ideally has a high school diploma and experience working in Food Services; at a minimum they must be 18 years old and be willing to obtain ServSafe certification; a passion for learning more about Food Services operations and are punctual, organized, and strong communicators; they must be collaborative and flexible to complete a wide range of tasks, ranging from cleaning to food preparation; they are comfortable interacting with a wide range of people, from clients, especially kids, to KWE Directors and parents; strong community and environmental ethic; strong character and integrity and a passion for the mission of the organization.

### **Summary**

Our Food Services Staff members are essential to the successful operation of our programs, primarily our Summer Camps and Residential school year and retreat programs. They are responsible for supporting our Food Services team however is needed at the Kieve or Wavus campus, ranging from cleaning to food preparation, to unpacking and storing food, to a wide range of miscellaneous tasks. They gain an understanding of Food Services processes and protocols and support the safe preparation of healthy and nutritious meals and the clean-up of our dining facilities.

**Responsible to:** Director of Food Services

### **Primary Responsibilities**

#### *Food Services*

This person supports the Food Services team at the Kieve or Wavus campus, supporting the production of quality, nutritious meals for all campers, clients, and staff throughout the year. They take a primary role in unpacking and storing food, and cleaning, whether dishes or the kitchen and dining facilities. Must be flexible and punctual to support an operation that provides three meals, seven days a week, to a wide range of programs. Support the Food Services needs of retreats and special events as needed, including the breakdown and clean-up of these functions as necessary.

#### *Safety & Risk Management*

Understand Food Service protocols and processes to support the cleanliness and compliance of our kitchen and dining facilities, including support of record keeping as directed. Attend relevant training as determined by your supervisor and immediately alert the appropriate Directors to any hazardous conditions or environments and understand the KWE Emergency Response Plan.

#### *Various related responsibilities in support of the organization*

Kieve Wavus Education is a large organization with many programs and functions operated by a small and dedicated team. As such, from time to time all employees may be asked to perform duties in support of the organization that would not typically be associated with their job title or description. It is expected that all employees be willing to help support and further the mission of the organization in whatever way necessary, including tasks that may be outside their normal responsibilities.