



JOB TITLE: Kitchen Associate

SUPERVISED BY: Food Service Director and Food Service Coordinator

POSITION OVERVIEW:

Kitchen Associates will support and actively contribute in fulfilling the goals and mission of Covenant Harbor. The primary focus will be helping the full-time Food Service staff create and provide a dining experience that is positive, efficient and delicious. Covenant Harbor utilizes two kitchens and two dining rooms generating over 150,000 meals annually to a wide range of groups.

GENERAL QUALIFICATIONS:

- Be in agreement with and support of Covenant Harbor’s mission and vision
- Have a strong work ethic and positive attitude
- Be organized, personable, able to make adjustments with short notice, and have a heart for service
- Personal maturity, sound judgment, motivation, and integrity
- Be attentive to details, flexible, and be able to complete tasks on own
- Available to work weekdays, weekends, nights, and some holidays
- Desire and willingness to work as a team within Food Service

EDUCATION AND TRAINING REQUIREMENTS:

- At least 14 years old
- Able and willing to follow written and verbal instructions
- Willingness and ability to get food safety certification
- CPR and First Aid certifications are preferred

GENERAL DUTIES:

All Kitchen Associates will carry out the Covenant Harbor mission and ministry in the following ways.

- A. Help with food preparation and meal service.
- B. Help with meal clean up including dishes, dining room and food storage.
- C. Become an expert on the rules and standards of the Food Service department.
- D. Embrace the opportunity to work with people from a variety of backgrounds and abilities.
- E. Greater Covenant Harbor Ministry:
 - Be a positive, helpful and active member of the staff community.
 - Support and help with retreats and events at Covenant Harbor.
 - Help effectively maintain and steward Covenant Harbor’s resources.
 - Support and encourage other Covenant Harbor staff and volunteers in shared tasks.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- Must be able to lift at least 30 lbs
- Must be able to stand for a minimum of 6 hours

SALARY & BENEFITS:

Type of Position: Part time hourly, year-round; Competitive pay range, free meals when on duty.