



christ lincoln  
A LUTHERAN MINISTRY

## Food Service Assistant

Department: **Elementary & Child Care**

Wage Type: **Full Time / Part Time**

FLSA Exemption: **Hourly Non-Exempt**

### Responsibilities

The Food Service Assistant (FSA) is responsible for assisting the Food Service Manager in all operational and cooking needs of the Food Service department to provide a high quality food and nutrition program to benefit Christ Lincoln Schools and the children enrolled. The FSA will assist in daily tasks and help oversee the quality and operation of the Food Service Program as guided by the Food Service Manager, Child Care Director, Elementary Principal and Christ Lincoln Administration. The FSA will perform job duties in the most professional, timely, accurate, and profitable manner. *The FSA must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The FSA must lead by example, maintain high core values and CLS Mission.*

### Supervisor: Food Service Manager

- I. Operate within processes developed using the principles of Outward Mindset.
  - a. Apply S.A.M to Objectives & Goals - See Others; Adjust Efforts, Measure Impact
  - b. Apply the Influence Pyramid to Relationships - Correct, Teach & Communicate, Listen & Learn, Build the Relationship and Build the Relationship with Others Who Have Influence
- II. Constantly incorporate common food service sense in the decision-making and problem solving process.
- III. Reflect the purpose of Christ Lincoln Schools and honor Christ in the daily operation of the program.
- IV. Recognize the need for good public relations, projecting a positive attitude towards the program, children, parents/guardians and co-workers to represent the program favorably and professionally at all times.
- V. Familiar with all school policies, emergency protocols and first aid procedures.
- VI. Maintain regular attendance to include staff meetings and professional development training, and if unable to attend, take responsibility for obtaining the information that was missed.
- VII. Perform all duties in a professional manner including conduct, appearance, dress code and speech.
- VIII. Attend training, maintain strict knowledge of and assist with paperwork as required by the Federal Child and Adult Care Food Program (CACFP) and National School Lunch Program (NSLP).
- IX. Assist with menu planning and production records.
- X. Serve as backup for the Food Service Manager in all tasks as necessary.

### Recipients: Child Care Students, Elementary Students, Christ Lincoln Schools Staff

- I. Complete food prep, cooking and baking as assigned.
- II. Perform regular checks of refrigerators and freezers for function and proper operating temperatures.
- III. Support routine inventory efforts of equipment and supplies to assist with ordering supplies.

### Coworkers: Food Service Team, Director of Early Childhood Education - Sumner, Director of Early Childhood Education - Yankee Hill

- I. Promote a team player approach within Christ Lincoln Ministry.
- II. Collaborate to ensure overall cleanliness and aesthetics of the program by maintaining a clean and well organized environment in the kitchen, Fellowship Hall and food storage areas.
- III. Promptly report repair needs or supply needs to the Director of Facilities through established processes.
- IV. Ensure compliance with current guidelines of the Federal Child and Adult Care Food Program (CACFP) and National School Lunch Program (NSLP).

### Competencies

The FSA shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way.

- II. Trust in Jesus Christ as his/her personal Savior. Believe that the Bible is God's Word and standard for faith and daily living. Be a Christian role model in attitude, speech and actions towards others. Be committed to God's Biblical standards of moral conduct. Have the spiritual maturity, academic ability and personal leadership qualities to "train up a child in the way he should go".
- III. Demonstrated capability to take the initiative and be a self-starter.
- IV. Demonstrated ability to assume responsibility for all actions and follow through to ensure tasks and assignments are complete.
- V. The ability to read, write, and comprehend the English language with excellent verbal and written communication skills.
- VI. Troubleshooting skills to process breakdowns to create and implement solutions.
- VII. Strong organizational skills with attention to detail and ability to multitask and prioritize daily workload.
- VIII. The relationship skills to effectively present information & respond to questions from groups of managers, customers, and the public.
- IX. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- X. Analytical skills to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- XI. Capacity to endure persistent standing, sitting and walking and regular lifting of supplies and materials that weigh up to 50 pounds.
- XII. Skill to be caring and empathetic (but objective) to the feelings, thoughts and experiences of other staff members, parents, and children, etc. at all times.
- XIII. Propensity to refrain from gossip and instead provide honest, open and transparent communication.

### **Abilities**

The FSA should exemplify these skills: organization, time management, professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role. Willingness to manage multiple tasks at once and adhere to guidelines and deadlines is required. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the Director of Staff Engagement.

### **Qualifications**

High School Diploma or GED is required. An Associate's degree is encouraged. A minimum of 3 years of food service experience is required. Knowledge of quantity cooking, baking, health & safety practices and procedures as well as kitchen organization is required. Obtain and maintain at minimum a Restricted Food Handler's Permit as well as CPR and First Aid Certification. Must be able to work consistently between the hours of 6:30 AM - 3 PM, Mondays through Friday. Membership to Christ Lincoln is encouraged but not required; however involvement in specific church activities and sponsored events may be required as directed by the Food Service Manager.

### **Equal Opportunity Commitment/Americans with Disabilities Act**

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

**Position Description Acknowledgement & Acceptance**

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CL retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on a periodic basis. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Food Service Assistant may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CL and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lincoln and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date