



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

<b>Job Title</b>	Food Service Assistant Substitute
<b>Department</b>	Schools
<b>Reports To</b>	Food Service Coordinator
<b>Position Level</b>	5
<b>Position Status</b>	Part Time - Non-exempt (Temporary)

### Job Purpose

The Food Service Assistant Substitute is responsible for food preparation and cooking. Furthermore, the Food Service Assistant Substitute will collaboratively contribute to maintaining clean and organized kitchen and food storage areas.

### Duties and Responsibilities

- I. Assist with food preparation and cooking.
  - A. Complete food prep, cooking, and baking as assigned.
  - B. Support routine inventory efforts of equipment and supplies to assist with ordering supplies.
- II. Collaboratively contribute to maintaining a clean and organized kitchen and food storage areas.
  - A. Collaborate to ensure overall cleanliness and aesthetics of the program by maintaining a clean and well organized environment in the kitchen and food storage areas.
  - B. Perform regular checks of refrigerators and freezers for function and proper operating temperatures.
  - C. Report repair or supply needs to the Director of Operations through established processes.

### Qualifications

- I. Knowledge
  - A. Food Safety and Hygiene Standards
  - B. Kitchen equipment, including how to operate, clean and maintain equipment
- II. Essential Traits
  - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
  - B. Reliable and consistent attendance
  - C. Positive attitude
  - D. Action oriented
  - E. Attention to detail
  - F. Commitment to excellence and upholding ethical standards
  - G. Flexibility
  - H. Calm under pressure
  - I. Accountable for actions and outcomes

- J. Team-oriented
- III. Skills
  - A. Effective time management and multitasking skills
  - B. Exceptional proficiency in finding solutions to challenges
  - C. Proficiency in prioritizing and organizing tasks
  - D. Strong analytical abilities
  - E. Verbal communication skills to interact with team members
  - F. Basic math skills
  - G. Active problem solving
- IV. Education
  - A. High School Diploma or GED required
  - B. Valid food service certification is required and must be maintained during employment.
  - C. First Aid and CPR certification required.

## Physical Requirements

Comfortable use of kitchen equipment and technology, with the ability to adjust tools, appliances, and workspace for optimal efficiency and safety. Manual dexterity and visual acuity are essential for accurate food preparation, cooking, and maintaining kitchen cleanliness. Physical strength, stamina, and mobility are required to perform a range of tasks, including lifting and moving heavy items (up to 50 lbs), standing for extended periods, and working in different positions. Adequate hearing is necessary for effective communication with colleagues, supervisors, and students. Clear verbal communication skills are important for interacting with coworkers and addressing the needs of students, staff, and parents. The ability to work in varying temperatures, including hot cooking environments, and safely operate kitchen equipment is essential.

## Direct Reports

This position is not a supervisor for any staff member or volunteer.

## What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.