



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!

Job Title	Food Service Assistant
Department	Schools
Reports To	Food Service Coordinator
Position Level	5
Position Status	Full Time - Non-exempt

Job Purpose

The Food Service Assistant is responsible for supporting the Food Service Coordinator in the daily operations of the food program. The Food Service Assistant will also assist with food preparation and cooking. Additionally, this role will ensure compliance with food program regulations and maintain accurate documentation. Furthermore, the Food Service Assistant will collaboratively contribute to maintaining clean and organized kitchen and food storage areas.

Duties and Responsibilities

- I. Support the Food Service Coordinator in daily operations of the food program
 - A. Assist the Food Service Coordinator in all operational and cleaning needs.
 - B. Serve as backup for the Food Service Coordinator in all tasks as necessary.
 - C. Assist with menu planning and production records.
- II. 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.
- III. Ensure compliance with food program regulations and maintain accurate documentation.
 - A. Attend training and maintain strict knowledge of, assist with paperwork required by the Federal Child and Adult Care Food Program (CACFP) and National School Lunch Program (NSLP)
 - B. Ensure compliance with current guidelines of CACFP and NSLP.
- IV. 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.



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A LUTHERAN MINISTRY

Position Profile: Food Service Assistant

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.