

Food Service Shift Leader

Date	April 15, 2024
Title	Food Service Shift Leader
Education Requirements	High School Diploma/GED and one year of college/university preferred
Experience Required/Desired	Experience in commercial kitchen, hospitality, or school cafeteria preferred
Immediate Supervisor	Food Service Team Lead
Employment Status	<input checked="" type="checkbox"/> Full Time (30 to 40 hours plus overtime per week mid-May through mid-August) <input checked="" type="checkbox"/> Part Time (15-25 hours or more per week mid-August through mid-May) <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated, and detail-oriented individual to support the food and hospitality services of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in northwest Missouri. The qualified individual for this position will have at least two years of food and hospitality experience. Responsibilities include but are not limited to, overseeing all kitchen personnel during the shift, preparation of meals, appropriate use of equipment, following standard processes, and supporting event setups, up to and exceeding the satisfaction of the guests.</p> <p>This position is responsible for the overall food preparation and kitchen/dining room oversight; hosting of and set up for guest groups in accordance with Community of Christ requirements and applicable safety, health, and accreditation standards, to serve the program needs of patrons, guests, and other site users. Hands on and direct participation in all aspects of food services expected. The Food Service Shift Leader will work in</p>
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	<p>harmony with the Food Service Team Lead and the Assistant Director to assure quality and safety for all.</p> <p>Must have a flexible schedule with the ability to work nights, weekends and holidays as needed, and the ability to fill in for other staff roles in their absence. We have a no tobacco/alcohol/drugs/weapons/pets use policy for all Community of Christ properties and facilities and the successful candidate is expected to uphold this policy to all users and employees of the grounds.</p>
<p>Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i></p>	<p>Scheduled responsibilities may include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Provide excellent customer service as one of Doniphan’s on-site liaisons to guests and visitors. 2. Ensure all food prep, storage, dishwashing, and personal hygiene requirements of the Missouri Department of Health are followed. 3. Assist in unloading supply trucks, following food rotation routines to keep all supplies fresh and in date. 4. Help open and prepare the kitchen for season use and end of season cleanup, storing items not used on a regular basis once the season is over. 5. Manage the daily operations of the camp and retreat food and dining service including coordinating activities between the kitchen and dining room. 6. Oversee the planning and preparation of nutritionally balanced meals, snacks, and pack-out food. 7. Ensure the service of meals through directing the work of other employees. 8. Ensure safe and efficient preparation and serving of meals. 9. Help with the inventory and ordering of food, equipment, and supplies. 10. Help with routine maintenance, sanitation, and upkeep of the camp kitchen, its equipment, and facilities. 11. Maintain high standards of cleanliness, sanitation, and safety. 12. Clean and maintain all food-service areas, including kitchen, dining hall, and storage. 13. Inspect equipment and ensure equipment is operational or request repair as necessary. 14. Promote practices that seek to reduce waste, reuse items, and recycle as much as possible. 15. Assist Food Service Team Lead with monitoring of employee performance and training.



	<p>16. Must have a flexible schedule with the ability to work nights and weekends as needed, and the ability to fill in for other staff roles in their absence. Other roles may include but are not limited to cleaning, laundry, and painting.</p> <p>17. Maintain a positive relationship with guests and all Lake Doniphan staff by leading by example.</p> <p>18. All other duties assigned</p>
<p>Competencies/Skills <i>(List knowledge, skills, and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<p>Required</p> <ol style="list-style-type: none"> 1. First Aid Certification, training will be provided. 2. Food Handlers Certification or Serve Safe Certification, training will be provided. 3. Desire to develop excellent interpersonal, problem solving, organizing and leadership skills. 4. Knowledge of and experience in preparing special dietary food. 5. An attitude of service to the customer that reflects patience, kindness, and gracious hospitality to all. 6. A high level of self-discipline and motivation with the ability to work on and complete assignments autonomously. 7. An attitude of flexibility and adaptation to changing situations. 8. Ability to lift 50 lbs.
<p>Supervisory Responsibility</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1-4 kitchen staff employees depending on if it is off season or camping season.</p>
<p>Background Check</p>	<p>A background check is required at the time of job offer and before work commences.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a Registered Child and Youth Worker with Community of Christ, the sponsoring organization, prior to work commencing.</p>
<p>Anti-Harassment Training</p>	<p>Employee is required to complete employer provided anti-harassment training within 30 days of hire.</p>
<p>Overtime Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt</p>