



BURNT HICKORY

Baptist Church

Food Service Assistant

Principal Function:

Responsible for aiding the Food Service Director in the duties to provide quality food service for all events, ministry and non-ministry in food preparation and cleanup. Also responsible for setup and serving of food and beverages for weddings, receptions, and other church-catered events.

Shift:

Part Time

Location:

Burnt Hickory Baptist Church

Responsibilities:

- **Food Preparation:**
 - Assist in food preparation tasks required to prep each meal.
 - Ensure that all food items are prepared and presented in accordance with quality and safety standards.
- **Setup and Cleanup:**
 - Set up serving stations, buffet lines, and dining areas before events, ensure that all necessary supplies and equipment are available.
 - Assist in the cleanup and breakdown of serving areas and kitchen facilities following events, including dishwashing and sanitation.
- **Service Assistance:**
 - Assist in serving food and beverages to guests during events, ensuring courteous and efficient service.
- **Kitchen Support:**
 - Assist the Food Service Director and kitchen staff with various tasks, including stocking ingredients, organizing inventory, and maintaining cleanliness and organization in the kitchen.
- **Compliance and Safety:**
 - Adhere to health and safety regulations, food handling guidelines, and sanitation standards at all times.
 - Report any food safety concerns or equipment malfunctions to the Food Service Director promptly.
- **Team Collaboration:**
 - Work collaboratively with other members of the staff to ensure smooth and efficient operations during events.
 - Communicate effectively with supervisors and coworkers to coordinate tasks and responsibilities.
- **Other duties as assigned**

JOB DESCRIPTION