

Alliance Redwoods Conference Grounds

"Service as tall as our trees"

6250 Bohemian Highway

Occidental, CA 95465

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Alliance Redwoods Conference Grounds is a 501(c)3 non-profit organization.

Title: Food Service Assistant

Employment Status: Seasonal

Team: Food Service

Immediate Supervisor: Food Service Supervisor

Team Leader: Operations Manager

Purpose Statement:

Provide an enjoyable dining experience through excellent service, a friendly and willing attitude, resulting in professional hospitality to all guest and co-workers.

Description of Duties

Including but not limited to:

- Assist guest in food service request
- Maintain kitchen and dining facilities cleanliness: sweep/mop/wipe down
- Maintain hot and cold food service lines stocking/cleaning/shut down
- Assist in stocking of line items/condiments/drink items/deliveries as needed or called upon by direct supervisor
- Assist in the preparation of meals as needed or called upon by direct supervisor
- Operate dish machine and cleanup of all utensils/pots/pans as needed
- Assist in storage and organization of food deliveries
- Assist in all dining room needs as directed by supervisor

Skills, Knowledge, and Abilities

Employee must be

- Dependable, responsible, reliable, and able to take directions as needed.
- Open minded to learn new ideas/skills as well as share from past experience as opportunities arise.
- In good physical condition, having full range of motion and able to lift heavy objects in excess of 40lbs.

Education:

- High school graduate or equivalent.
- ServSafe® certified is helpful but not necessary.

Experience:

- Any experience in hotel/food service or customer service is helpful but not necessary

Requirement:

- Must pass background check to be eligible for employment.

Rev	Revision Description	Date	Approved By
A	Job Established		
B	Modified for new template; added purpose sttmnt		
C	Modified supervisor & description of duties	12/10/07	LB
D	Added NFP & background check requirement	02/27/13	LB