

Job Title: Food Service Assistant

Department: Food Service

Reports to: Kitchen Supervisor / Food Service Manager

Capon Springs and Farms is looking for enthusiastic persons to provide key services for the culinary and food service team in order to provide great service to our guests. In this role you will assist in various areas of the food service department to ensure timely completion of meal preparation tasks while maintaining the highest standards in food production and presentation.

Capon Springs and Farms proudly offers a rich history, steeped in tradition and a commitment to our guests and co-workers. We invite you to learn more about our culture and company at www.caponsprings.net.

Key Areas of Responsibility:

- Performs food service duties including preparing salads; slicing meat, cheese, fruits, and vegetables; portioning, chopping, and storing food; weighing, measuring, and mixing ingredients; and preparing cold foods.
- Prepares and serves foods such as fruits, juices, cereals, and soups.
- Monitors food quality and serves food in proper portions and in proper receptacles.
- Ensures all prepped items are labeled and dated to maintain food safety.
- Safely operates all kitchen equipment ensuring it is cleaned and maintained properly.
- Works closely with other kitchen staff to ensure effective operations and timely service of meals.
- Sets up and breaks down the buffet line, cleans the buffet area at the end of the meal including wiping tables, sweeping and mopping as needed.
- Transports pans of hot food from the kitchen to the buffet line ensuring the buffet is full, clean, and presented in an attractive manner at all times.
- Eliminates waste and reduces expense through proper food handling procedures.
- Clean and sanitize all kitchen areas, tables, tools, utensils, and equipment.
- Sweep and mops food service stations as needed.
- Returns equipment and supplies to the appropriate storage location.
- Prepares boxed lunches per guests requests.
- Prepares beverages such as iced tea, lemonade, cocoa, or coffee.
- Interacts with guests and answers any questions about menu items.
- Other duties as assigned by supervisor/manager. Must be willing to work in other areas of the food service department as needed.

Education:

- 10th grade education or higher.
- High school diploma or equivalent preferred.

Training:

- State Food Safety Certification for West Virginia

Knowledge and Characteristics:

- Must be able to walk and stand for long periods of time and be able to move in a full range of motion.
- Must be able to lift and/or carry up to 25 lbs.
- Ability to move throughout a limited space and work in a fast-paced environment.
- Ability to work a flexible schedule based on department and company needs including weekends, evenings, and holidays, and some longer shifts with extended breapossible overtime during the peak season.
- Ability to maintain professional, courteous working relationships with co-workers and department managers.

Terms of Employment:

Full or part-time, seasonal posiition from mid-April through mid-November. Days and hours will vary but will require day, weekend and holiday work and possible overtime during the peak season. Work will be mainly indoors. Starting rate of pay is based on experience.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.