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Job Description: Food Service Assistant (FSA)

Responsible to: Hospitality Director (HD) & Executive Director (ED)

Qualifications: Degree in commercial food-related field or extensive experience in commercial food service; management/leadership experience

Pay: \$14 per hour – options to increase wage based on performance

Contact: Mackenzie Shields (HD) | mshields@camparrahwanna.org

Camp Arrah Wanna (CAW) is looking for a committed, positive, hard-working employee to work beside our Hospitality Director in our kitchen to serve meals to our diverse guests during the spring, summer & fall seasons. Our mission is “to provide a beautiful, peaceful & safe environment where people can experience the transforming power of love and find support through healthy relationship and activities.” Being a positive part of a leadership team by preparing meals & overseeing kitchen staff with a smile is one thing that helps us accomplish that goal.

Hours:

Full-Time March – October: to serve Outdoor School & various summer Guest Groups & staff

Part-Time November – February: to serve weekend Guest Groups & Events

Details of actual daily schedule will depend on needs of our guests

Any employee who excels during one season is eligible for rehire during other times of year.

1. In consultation with the Executive Director (ED), Hospitality Director (HD), and following the guidelines established by the Camp Arrah Wanna Board of Directors and Oregon DHS Rules, the FSA will oversee and implement the day-to-day operations of the kitchen during either AM or PM shift.
2. **Responsibilities** will include communicating with the HD to complete the following tasks:
 - a. Be informed of all Health Department guidelines and requirements regarding safe food handling, preparation, storage and clean up. Implement these guidelines in the kitchen at all times during assigned shift. A high level of cleanliness must be maintained in all aspects of kitchen operations.
 - b. With information supplied by CAW, help HD plan weekly menu & order food accordingly, making sure all kitchen staff members are informed of necessary plan details.
 - c. Communicate expectations to shift kitchen staff regularly in order to maintain appropriate amount of continuity between morning and evening shifts. Assign daily tasks/responsibilities consistently and clearly. Have clear plan in place for kitchen staff during shift, so that in FSA's absence the kitchen will operate accordingly.
 - d. While working scheduled shift (AM or PM), take responsibility for managing/leading staff in a way that efficiently serves healthy meals on time, considering appropriate portion-size, food presentation aspects, health regulations, and ODS program requests.
 - e. Manage food service within desired budgetary guidelines, as established by CAW & MESD Outdoor School. Retain receipts weekly & submit to the office (example: Sysco, Cash n Carry, etc.)
 - f. Assist HD to develop and implement a training schedule for hired kitchen staff that will help them learn the overall goals, policies, and procedures of the Arrah Wanna kitchen. This should

take place during the first week of ODS staff arrival. Communicate clearly any staffing concerns to HD & ED in order to work out appropriate solutions.

- g. Help develop and implement Food Service policies and procedures to improve guest relations, helping Arrah Wanna work toward a goal of total customer satisfaction.
- h. Work closely with HD & Guest Group Leaders to plan appropriate menu, meal schedule and specific food service needs.

3. Qualifications include:

- a. Communication skills: Must be willing to communicate with ALL staff about job concerns. Conflicts need to be pro-actively addressed with honesty, clarity of expectations, and an appropriate amount of follow through. Conflicts that cannot be resolved by HD first must then be taken to Executive Director.
- b. Be a “friendly face” to guests, ODS staff, & all participants – be willing to serve them to the best of your ability while maintaining appropriate kitchen procedures.
- c. Must be respectful of the overall mission and vision of Camp Arrah Wanna, agreeing to maintain a high level of integrity both inside and outside of the working environment.
- d. Must be respectful & inclusive of diverse staff members and guests, specifically concerning the following: culture/ethnicity, religion/creed, gender/sexuality. Discrimination of any kind will not be tolerated.
- e. Ability to work efficiently in hectic, fast-paced environment.
- f. Hold a valid Food Handler’s Card.
- g. Understand that not all staff members will be familiar with Arrah Wanna kitchen policies and procedures. FSA should be willing to work with individuals in order to prepare them for what will be expected. Must be willing to perform ANY kitchen-related task in order to accomplish job & train staff efficiently.