

Oak Hills Christian College

Job Description

Position title: Assistant Food Service Director

Department: Business Office

Reports to: Food Service Director

FLSA Status: Non-Exempt

Hours: 30 hours/week – variable

Pay: \$15/ hour (starting wage)

This role will assist the Food Service Director in operating all functions of the Oak Hills Fellowship Food Service and take full responsibility for operations in the Director's absence.

The Assistant Food Service Director responsibilities would include, but will not be limited to, the following:

- Assume the duties of the Food Service Director in his/her absence
- Train and supervise student employees
- Meal preparation and clean up
- Help with cashiering duties as needed
- Put away stock
- Maintain sanitation via cleaning lists
- Assist with special events i.e. Chapel, college days, retreats, orientation, RA training
- Participate in Staff events i.e. Chapel, staff meeting when schedule permits
- Calculate menu pricing and update menu files
- Prepare invoices/requisitions for payment by accounting dept. (monthly)
- Prepare departmental transfer requisitions (monthly)
- Process employee time sheets and maintain employee records
- Update recipes
- Help with annual inventory
- Perform light facility maintenance
- All other duties as assigned

Requirements:

- Education: Some college preferred, but a college degree is not required.
- Education: Must be able to obtain Minnesota Food Manager Certification.
- Experience: Two years of experience is required in same or related field.
- Knowledge, Skills, Abilities, and Minimum Qualifications:
 - Have a visible passion for God and people
 - Have a clear Christian testimony and model Christian service by attending a local church and being active in ministry
 - Fully embrace the doctrinal position, mission, and values of Oak Hills and the denominational diversity of OHCC
 - Leadership skills
 - Decision making and problem solving skills
 - Strong interpersonal skills
 - Ability to work independently
 - Verbal communication skills
 - Time management skills
 - Multiple task management skills
 - Intermediate computer skills
 - Ability to operate commercial food service equipment

- Technical knowledge in commercial food preparation and sanitation.
 - Ability to supervise Food Service workers.
- Physical/Mental:
 - Able to work in fast paced situations
 - Able to lift 40 pounds for short distances

Working Environment:

- Sunday – Thursday
- Special Events as needed

Benefits:

- Paid time off (Holidays/Vacation/Personal/Sick)
- Meals available in dining hall at cost
- Tuition discount for employees and immediate descendants.