

Green Lake Conference Center
Job Description

Position: Salad Assistant

Reports to: Executive Chef

Job Class: Part time, hourly non-exempt

Core Overview of Role:

Responsible for all aspects of cold food preparation, but not limited to: cold food production, maintaining quality standards, sanitation, food safety and all other duties that may be assigned by your immediate supervisor.

Essential duties and responsibilities:

- Prepare, plan and work with the Executive Chef and team to provide the highest quality of food
- Work with the dining room staff to monitor food production in all serving areas
- Follow recipes and proper procedures
- Ensure the correct amount of food is prepared
- Adhere to all sanitation guidelines
- Able to handle knives and adhere to knife safety
- Uses proper color coded cutting boards when preparing foods
- Wear non-slip shoes, hair restraints
- Wear gloves when preparing ready to eat foods
- Communicate needs or issues to immediate supervisor
- Report any equipment or maintenance problems to immediate supervisor
- Reports incidents to immediate supervisor
- Work a varying schedule with evening, weekend and holiday work required
- Other duties as may be assigned

Core responsibilities of every staff member:

- Effective performance of work assigned and the maximum effort in carrying out our common objective
- Be a strong team player with a positive attitude that cooperates with others internally and externally to better accomplish the mission
- Accept leadership and self-discipline as vital to consistent group effort
- Contribute thought, interest, and suggestions for the better performance of work and the improvement of staff relations

Qualifications include:

- Reliable and punctual
- Clean appearance with excellent hygiene habits
- Multi-tasks efficiently
- Organized, detailed and accurate
- Prioritizes and works efficiently with limited supervision
- Professional attitude and interacts with others in a calm and courteous manner
- Recognizes and resolves issues quickly and effectively
- Able to work in a team environment
- Show flexibility in terms of schedule to ensure smooth and efficient operation
- Able to communicate verbally and articulate ideas

Work environment:

- General kitchen and dining room environment
- Indoor work but some outdoor work such as picnics or other food service functions may be required
- A fast-paced environment with large crowds
- Lift up to 50 pounds
- Stand, walk, remain on feet and perform job duties for entire shift duration