

Tenacre Foundation Café and Event Associate

Job Title: Café and Event Associate

Ministerial Designation: Non-ministerial, non-exempt, 40 hours/week

Department: Food Service

Reports To: Ron Melinis

Prepared Date: November 15, 2018

Summary

The Café and Event Associate participates in the healing Mission and Ministry of Tenacre by serving and welcoming staff, guests and visitors, setting up a café service on a daily basis and also assists with basic food preparation and helps with events involving food services.

Competencies

Trustworthiness: Be trusted to be able to work independently and flourish in a fluid work environment. Keeps commitments, demonstrates respect for all, and inspires the trust of others.

Teamwork: Works cooperatively with others and goes the extra mile to assist someone; contributes to the camaraderie and unity among all staff and with the Food Service team.

Communication Skills: Communicates clearly, listens to others and is willing to ask questions to get clarification, and responds to others with warmth, respect, empathy and patience; conversation reflects the highest Biblical standard.

Interpersonal Skills: Remains open to others' ideas and is willing to change viewpoint.

Dependability: Follows instruction, keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Motivation: Demonstrates persistence and overcomes obstacles and willing to work hard.

Adaptability: Flourishes in a flexible, fluid work environment, and when a need arises, is willing to carry out additional tasks as assigned by supervisor and/or manager and can manage the duties of more than one event at a time.

Orderliness: Demonstrates accuracy, thoroughness, orderliness, cleanliness and attention to detail.

Essential Duties and Responsibilities; other duties may be assigned

- Usually works from 9:30 am to 6:00pm, five days per week, with every other weekend off, and is willing to cover as needed and other day shifts will be scheduled as necessary
- Sets up, monitors and maintains the Café, located in a different building from the main kitchen; this includes, making coffee, setting out pastries, fruit, cold beverages and snacks in an appealing manner
- Recommends ways to improve the café service, including any maintenance needs
- Helps with the prep work for campus events, and arranges the buffets and seating tables

- Serves occasionally in the Cafeteria and arranges the Cafeteria for Lunch and/or Dinner, which may include basic cooking to order and prepping for the set-up
- Participates in some general kitchen prepping, such as peeling and cutting vegetables, and portioning and wrapping food items
- Stands and moves during the entire work day, and works within a professional food service environment
- Lifts or moves items weighing up to 25 pounds on a regular basis
- Uses excellent safety measures throughout the work day, staying alert to sharp, slippery, burning, and hard surfaces; skillfully handles hand tools and mechanical and electrical appliances

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience and/or Education

- Fluent in speaking, reading and writing English
- Professional food service experience, preferred
- Christian Science Mother Church Membership, preferred