

Title of Job: Kitchen Assistant & Housekeeper	
Name of Employee:	
Department: Housekeeping	Supervisor: Kitchen and Housekeeping Manager

Position Description: This person promotes a warm and hospitable atmosphere for Dunrovin guests and staff through food service and by providing a clean and safe environment.

Job Expectations: As a center for hospitality, the Dunrovin employee will offer a warm, courteous welcome to all who come. The employee will strive to communicate respectfully with staff members and all who come, maintaining an atmosphere of Christian peace. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, and will maintain an approved schedule of hours.

Primary Objective/Specific Responsibilities: Promote hospitality to guests through kitchen assistance

- Assists cooks to set up and serve meals, including food preparation and buffet set-up
- Maintains a clean kitchen and dining rooms, using commercial kitchen guidelines
- Properly washes, sanitizes, and restocks dishes and cookware
- Maintains trash cans and recycling throughout the shift

Primary Objective/Specific Responsibilities: Maintain facilities in clean and ready-to-use condition

- Clean dorms, hallways, stairways, entryways, bathrooms, showers lounge, conference rooms, chapel, Brothers’ Dining Room, and outbuildings
- Provide clean linens for each guest room and in dorm hallways, shower areas, and outbuildings
- Stock bathrooms and dorm rooms with supplies such as Kleenex, toilet paper, paper towels, soap
- Prepare main dining room for adults or youth groups
- Clean main dining room and Brothers’ Dining Room after guest use

Primary Objective/Specific Responsibilities: Promote unity as a staff team member

- Communicate needs for cleaning supplies, menu plans, food needs or schedule to supervisor
- Communicate unsafe conditions or need for repairs to supervisor and/or maintenance manager
- Meet with and be accountable to supervisor

Job Requirements: The kitchen assistant and housekeeper will possess above average skills in cleanliness in the work environment and in personal hygiene, demonstrate efficient practices, demonstrate physical capability and good health for the demands of the job, be able to lift and carry thirty pounds, demonstrate and carry out commercial kitchen guidelines, and show courtesy and respect to guests and staff members.

Disclaimer: This job description is intended to convey information essential to understanding the general nature and level of work performed by jobholders within this job. It is not intended to be an exhaustive list of qualifications or duties associated with the position, and the employee may be asked by supervisor to perform additional responsibilities.

Employee signature:	Date:
Supervisor signature:	Date: