



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Dining Room Aide

**LOCATION:** Three Trails Camp and Retreat Center

**JOB CODE:** 2

**CLASSIFICATION:** Exempt Summer Staff Seasonal

**DATE:** October 2023

**REPORTS TO:** Dining Room Hostess, Head Cook and Assistant Cook

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#### **The Salvation Army Mission:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** Assists in operations of the dining room and food services department.

#### **Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job-related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Clean tables, counters, etc. in the dining room.
- Before meals, put out condiments, cereal, and other items used at meals.
- Following meals, put away condiments, cereal and other items used at meals.
- Assist in the cleaning and setup of dining room areas.
- Sweep and mop dining room and hallway areas.
- Assist in beverage preparation under the direction of the dining room supervisor.
- Assist in tearing down and setting up of dining room weekly for thorough cleaning.
- Assist in serving of camper snacks.
- Assist with making sure Summer Food Service Program paperwork is completed and collected.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Attend all staff and camp meetings.
- Other duties as assigned.

**Minimum Qualifications:**

Education: NA

Experience: Experience in food services preferred.

Certifications/Licenses: Must have or obtain Independence MO, Health Department Food Service Certificate or certification from approved city or program.

Skills/Abilities: Ability to work long hours with limited breaks.

**Supervisory Responsibility:** None

**Safe from Harm Level:** 3 Camp Training

**Blood borne Pathogen Level:** 3

**Physical Requirements:**

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform food prep duties.

Lifting, pulling, and pushing of materials up to 15 pounds.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

**Travel:** Not required

**Driving:** Driving not required, but preferred. Staff with a valid license from the state of residence will apply for approval through The Salvation Army Fleet Safety Program. If approved, the candidate might be asked to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** Work is performed in the camp dining hall and does include weekdays and weekends based on the summer camp and divisional schedule.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

*Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.*

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**Employee Signature**

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**Date**