



Job Title: Kitchen Assistant  
Classification: Non-Exempt / Hourly / Part-time  
Reports to: Director of Dining Services

Lake Logan serves Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation.

Owned by the Episcopal Diocese of Western North Carolina and located in Haywood County, Lake Logan is open year-round to host all types of events and groups and is home to Camp Henry, a summer camp program for children, youth, and families. The 300-acre property is adjacent to the Shining Rock Wilderness Area of Pisgah National Forest and includes a mile-long lake fed by the West Fork of the Pigeon River, forested and open land, and a wide array of historic buildings with 86 cabin beds and 80 dorm style beds. Dining Services provides guests and campers with delicious, nutritious meals cooked primarily from scratch using fresh, local ingredients as often as possible.

**Position Purpose:**

To further the mission and vision of Lake Logan through providing delicious meals and snacks and excellent hospitality and service to dining guests.

**Duties and Responsibilities:**

- Assist in the daily operations of the conference center's dining service.
- Serve guests in a friendly manner.
- Assist in food prep and presentation.
- Wash dishes.
- Assist in routine sanitation of the kitchen and related equipment.
- Maintain cleanliness in dining hall, porches, and bathrooms and wash kitchen-related laundry.
- Provide hands on support to other departments during peak business times.
- Represent Lake Logan in a positive light in the community.
- Perform other duties as assigned.

**Relationships:**

- This position reports to the Director of Dining Services or their designee.
- This position serves as an integral part of the dining services team.
- This position is a strong link connected to the safety and care of the guests of Lake Logan.

**Qualifications:** *(Minimum qualifications and experience)*

- Must be at least 15 years old; however, ages 18 and up are preferred.
- Experience in institutional or large food service setting is preferred.
- Maintain a clear background check.

**Knowledge, Skills, and Abilities:**

- Ability to work on a team, relate, and work well with others.
- Ability to work independently with little direction.
- Ability to read and write.
- Ability to stand and move for extended hours.
- Ability to receive guidance, direction, and supervision.
- Desire to work in a faith-based setting.

**Physical Aspects of the Position:**

- Ability to understand and implement safety regulations and procedures.
- Ability, both visual and auditory, to identify safety hazards and monitor guest and staff behavior and enforce appropriate safety regulations and emergency procedures.
- Ability to walk, stand, bend, and stretch.
- Ability to work in a fast-paced environment
- Ability to multitask, prioritize, and manage time efficiently
- Physical endurance to stand for entire shift
- Ability to lift, up to approximately 50 pounds
- Ability to safely and properly use equipment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the center operation.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist guests in an emergency (fire, evacuation, illness or injury).
- Willingness to work irregular hours.
- Ability to operate with daily exposure to heat and other environmental conditions.

**Equipment Used:**

Includes but is not limited to industrial stove, oven, convection oven, warmer, mixer, sink, dishwasher, refrigerator, freezer, microwave, sharp knives and utensils, clothes washer and dryer, cleaning chemicals, etc.

**Hours:**

Typical work week varies, dependent on guest schedules. Shifts are available for day and evening, weekday and weekend and may be discussed at time of hire. Mid-March through mid-November typically 20-35 hours per week with peak hours in June and July. Hours can be adjusted down for staff members who are in school. Occasional overtime may be available. Late November through early March work may be more sporadic, and some weeks may have as few as zero hours.

**Submit application to:**

Lake Logan  
ATT: Dining Hall Application  
25 Wormy Chestnut Lane  
Canton, NC 28716  
**OR** [travis@lakelogan.org](mailto:travis@lakelogan.org)