

## PURPOSE OF POSITION

To serve the church and fill all kitchen needs at Washington Family Hope Center (WFHC) through actively engaging the local Church.

## RESPONSIBILITIES

- Communicate and assist the Volunteer Coordinator to ensure that all dinner meals slots are filled for the week.
- Create and maintain a monthly menu and budget for breakfast and lunches.
- Work with the Childcare Director to provide lunch for the children in childcare through the week.
- Maintain sanitation and safety standards based upon requirements of the City of Joplin.
- Responsible for the performance and safety of all volunteers and residents in the kitchen.
- Ensure that all equipment is maintained and operating efficiently.
- Create daily, weekly and monthly cleaning schedule for all components of kitchen area, to include walk-in cooler and freezers.
- Account for all food donations.
- Properly store and rotate food products as necessary.
- Oversee the production and packaging of fudge for the Worth Shop fundraisers.
- Communicate to the WFHC Director any issues pertaining to personnel and equipment.
- Develop annual goals with the WFHC Director.
- Attend staff meetings.

## ORGANIZATIONAL RELATIONSHIPS

- The Kitchen Manager reports directly to the WFHC Director and works alongside the Childcare Director and Volunteer Coordinator.

## JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Knowledge of proper food handling and safety.
- Requires the physical ability to lift a minimum of 30 lbs.
- A servant's conduct.

## HOURS

- Monday - Friday, 7 AM - 1 PM