**POSITION TITLE:** Food Services Specialist/Cook

**DIVISION:** Kokomo Rescue Mission

**DEPARTMENT:**  **Operations**

**REPORTS DIRECTLY TO:** Kitchen Manager

**STATUS:** Non**-**Exempt

**LOCATION:** 321 W Mulberry St Kokomo, IN. 46901

**STATUS:** part-time

**Position Summary:**

The purpose of the **Food Services Ministry** is to:

* provide a loving Christian atmosphere and nutritious meals to the public and residents who cannot afford to maintain cooked meals at home.
* meet the spiritual needs of any volunteer, client or resident in a way that would honor God.
* treat each individual in the dining room with courtesy and dignity.

The Food Service Specialist/Cook sets the tone for the ministry in the kitchen and the cafeteria. They are responsible to train and mentor the residents and volunteers serving in the kitchen and ensure that the kitchen meets ServSafe and Heath Department regulations and operate efficiently.

**Qualifications:**

Employees of the Mission must be born again believers in Jesus Christ and active members of a recognized evangelical Christian church. They must agree to believe and adhere to the Kokomo Rescue Mission’s Doctrinal statements and have a genuine concern for the salvation of souls for all of the mission’s clients. They must have the ability to work in harmony with other staff members, be committed to unity, and possess biblical respect for the mission’s leadership.

**Education/Experience:** Three years previous experience in food preparation preferred. Must be ServSafe certified within three months of employment.

**Essential Skills:** Must be able to supervise people and work well with the general public. Needs to have knowledge of proper food rotation and inventory.

**Duties/Responsibilities:**

Supervision Responsibilities

1. Adhere to work schedule set by Chief Administrative Officer or Food Specialist Manager to make sure that one member of food services team is present for each meal prepared.
2. Be responsible for keeping all records concerning food donated on his/her shift, and proper storage of food.
3. Turn in to the front desk the total of meals served during their shift.
4. Provide supervision for the resident men on his/her shift who have been assigned to the kitchen for job training and the development of good work habits.

Operations

1. Prepare food on menus made by Food Service Specialist Manager.
2. Prepare meals according to established menu.
3. Work with Manager to keep pantry stocked, neat, and clean.
4. Be responsible for the cleanliness of stove, refrigerators, deep fryer, electric slicer, commercial mixer, and all other kitchen equipment used on his/her shift.
5. Be responsible for the cleanliness of cooking utensils (pots, pans, ladles, etc.)
6. Make sure food rescue containers are properly cleaned and dried, and ready to be picked up by food rescue drivers.
7. Make sure kitchen is properly closed at night, food properly stored and equipment turned off.
8. Be responsible for setting up food lines, break period needs for staff, residents, and volunteers, and the serving of each person as they come to eat.
9. Keep order in the dining room during his/her shift.
10. Be sure to obtain names and addresses of people donating food items to the kitchen and report them to the receptionist.
11. See that food items do not leave the kitchen unless authorized by the Chief Administrative Officer or Executive Director.
12. Recommend to the Chief Administrative Officer or Kitchen Manager any new or significant changes to the kitchen operation.
13. Perform other duties as requested by Supervisors.
14. Non-slip shoes or shoe covers are required.

**Physical Requirements:**

Candidate will be working in various locations which require:

* Work around equipment with extreme hot/cold temperatures continuously.
* Bend, lift, and stand for extended periods of time on a continual basis.
* Lift at least 25lbs on a frequent basis and 40 lbs. on occasion.

ADA scale

                Occasional basis: 1-33%

                Frequent basis:  34-65%

                Continuous basis: 66-100%

I hereby acknowledge and accept these responsibilities for the position as outlined in this description. I also acknowledge that other duties may be necessary as the need arises for the smooth operation of the Kokomo Rescue Mission.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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