



JOB DESCRIPTION

Position Title: Soup Kitchen Coordinator – St. Patrick’s Center

Department: Community Engagement

Reports To: Emergency Assistance Services Director

Part-time position (9:00am-3:00pm every Sunday). The Soup Kitchen Manager reports directly to the Director of Emergency Assistance Services, and is responsible for the oversight of the weekly soup kitchen operations.

Job Responsibilities:

- Menu planning and implementation for Sunday Soup Kitchen
- Weekly Facility Clean-up at conclusion of food service
- Maintain Food Safety Certification
- Submit weekly food order to Pantry Manager
- Maintain sanitary conditions in accordance with State/City safety regulations and COVID-19 protocol
- Assess conditions of appliances and report issues to Pantry Manager
- Maintain excellent client service and relationships with volunteers
- Assess and request needed volunteer assistance
- Maintain weekly records of volunteers, volunteer hours and clients served
- Collect and Maintain any other appropriate data, records and reporting
- Assist in creation and revision of kitchen procedures, policies, forms and logs
- Other Duties as assigned by supervisor

Qualifications:

- High School Diploma or GED. Associate’s Degree preferred
- Certified Food Safety certification (will advise and pay for training, if need be)
- A valid driver’s license
- Food service or related experience preferred
- Strong work ethic, absolute attention to detail, excellent organizational skills.
- Strong interpersonal skills and customer service focus
- Some experience working with vulnerable population is helpful
- Ability to lift 25 Lbs

Position Level: Part-Time (Less than 20 hours per week); Projected Schedule: Sundays 9am-2pm; Not eligible for benefits. Pay rate: \$15/hour.

Send Resume and Cover Letter to: jobs@acc.cdom.org

Updated: 10/21/2020