

## **Soup Kitchen Support**

**Position:** Soup Kitchen Support

**Department:** Soup Kitchen

**Reports to:** Soup Kitchen Manager

### **Job Summary**

The Soup Kitchen Support is responsible for meal preparation for all programs, delivery, serving, clean up, as well as overseeing dining room functions. They also direct volunteers and community service workers.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepare or direct preparation of food being served using established production procedures and systems.
2. Adhere to proper food safety and food service sanitation guidelines.
3. Collaborate with staff to meet program and service goals by maintaining daily paperwork including meal counts, menu, volunteer sign-in, etc.
4. Train work program participants, community service workers and volunteers assigned to the kitchen according to guidelines.
5. Assign appropriate tasks for work program participants, community service workers and volunteers assigned to the kitchen.
6. Supervise and support work program participants, community service workers and volunteers assigned to the kitchen.
7. Complete a required nightly task checklist at the end of your shift.
8. Deliver food to designated program.

### **MARGINAL JOB FUNCTIONS:**

1. Participate in all staff meetings, in-services, training, workshops, etc.
2. Receive and record any donations

### **Job Qualifications**

- Ability to read, write, speak, and understand English, follows oral and written directions.
- At least one-year prior food service experience preferred.
- Ability to prepare meals for up to 200
- Strong customer service and communication skills
- Driver's license required

### **Physical & Visual Activities**

Walk, sits, bends may lift up to 40 pounds. On feet most of the shift.

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