JOB POSTING

Position Title: Food Service Coordinator-Center for Women and Children
Position Type: Full-time salaried, exempt position with benefits
Reports to: Food Service Manager

Background

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

Job Summary

The Food Services Coordinator assists the Food Services Manager in the daily execution of all food services related requirements at the Helping Up Mission while adhering to the Core Values of the Mission.

Primary Duties

Program*:*

- Act as a role model to program clients and help them to adjust to the program & community
- Teach kitchen hygiene, food service, planning, preparation, storage & proper handling to the clients assigned to work therapy in this department
- Leading clients on the daily work therapy tasks
- Working with clients to instill a solid work ethic & professionalism
- Complete documentation of individuals who fail to follow departmental procedures

Facilities & Operations:

- Report to work in proper attire
- Assist and coordinate the preparation of meals with the Food Services Manager
- Leadership and supervision of dining room crews regarding setup and service of meals
- Orientation of new workers in the food service department, and meeting with various work teams to review their adherence to our job descriptions
- Maintain cleanliness and organization of all areas of the kitchen and dining room
- Oversee completion of daily, weekly, monthly, and annual cleaning and preventive maintenance schedules

- Adhere to food service protocols, i.e., implementation of Hazard Analysis Critical Control Points principles in the storage, production, holding, service and reheating of all foods
- Working with other leaders to maintain a smooth flow through the facility
- Control food costs (Chase Street and Catering)
- Create a client work therapy schedule
- Train clients on food safety, preparation, and work ethics
- Maintain and establish relationships with donors
- Oversee the receipt of products and services
- Oversee the logistics of receiving, storage, and rotation at 1150 E. Lombard Street
- Facilitate all holiday food services meals/events
- Establish and maintain documentation records of food temperature, date of storage and handling
- Maintain all applicable or required food safety certifications
- Report daily, or as required, all pertinent information regarding food service operations to the Food Services Manager, e.g., adjustments to menus, recipes, or production amounts
- Assist Food Services Manager in the performance of catered functions
- Enter data from the MD Food Bank weekly
- Transfer donation reports/receipts to Philanthropy monthly
- Check all kitchen log books daily, weekly, monthly, and annually
- Finance and bookkeeping
- Other duties as assigned

Job Qualifications

- Exhibit the Core Values of Helping Up Mission, Inc.
- Strong verbal communications skills and demonstrated ability to write clearly
- Strong leadership ability
- Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive, and cooperative manner
- Food Safety Certification

Position offers competitive salary with an excellent benefits package. Interested candidates should email their resume and cover letter to businessoffice@helpingup.org Attn: Laura Starsoneck.