

Job Title: Food Service Support Staff
Reports To: Kitchen Manager
Shift: 5am-8pm
Status: Part Time 28 hours B-5

General Description:

The Kalamazoo Gospel Ministries is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious, and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and statement of purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord.

Essential Functions:

- As a member of staff, uphold, promote, and encourage, in word and deed, desired organizational culture and values; purposefully seek to establish and maintain a culture that is based on grace and affirms and advances KGM's vision and purpose.
- Utilizing a very limited budget, insure that three meals per day are provided for guests.
- Responsible for weekly meal planning and preparation donations.
- Support Kitchen Manager in: Accepting donations, processing donations, and providing receipts.
- Ascertain what donations can be used.
- Designate surplus donation within community for consumption and minimization of waste.
- Ensure donated food is properly dated.
- Ensure all equipment is properly maintained and in working order. Train others in correct utilization.
- Operate all food services in compliance with established health and safety standards including The Serv-Safe, USDA and OSHA.
- Train volunteers and residents in proper safety and food handling procedures.
- Accurately report daily meal count.
- Mentor/disciple residents assigned to work in kitchen.
- Maintain storage of all food and non-food items.
- Interface with program staff to facilitate guest's completion of daily Christian Service Hours.
- Responsible to train, supervise/oversee guest and volunteers.
- Oversee the organization, maintenance and cleanliness of all Food Service equipment and storage areas under the direction of the Kitchen Manager and Director of Food Service.
- Oversee the creation and distribution of emergency food baskets when needed.
- Nicotine Free
- Promote a Trauma Informed Culture

Knowledge, Skills, and Abilities Required:

- Highly ethical with the ability to make smart, timely decisions.
- Ability to produce meals to scale, serving up to and potentially more than 400 meals at a time
- Know how to function a tilt skillet, steamer, oven, flat top, grill, and other commercial kitchen equipment.
- Basic computer skills

"But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect." – 1 Peter 3:15 (NIV)

Personal Attributes and Values:

- Have a personal relationship with the Lord Jesus Christ and a desire to serve Him.
- Be a consistent witness for Jesus Christ
- Exhibit spiritual maturity as defined by evangelical biblical standards and in accordance with the employee handbook.
- Have a heart of compassion and caring toward the homeless and hurting and a passion about ministering life transformation in an urban setting.
- Demonstrates a courteous and Christ-like manner with internal and external partners
- Highly ethical with the ability to make smart, rapid decisions; demonstrates excellent integrity.
- Flexible, cooperative spirit
- Remain calm under pressure
- Attitude of perseverance in fast paced environment.
- Possess and promote a drug, nicotine free lifestyle.

Working Conditions/Physical Factors:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Work in varying temperatures from 0 to 110 degrees between winter and summer, coolers and freezers.
- Standing: Frequently
- Reaching: Frequently
- Climbing: Frequently, stairs, ramp
- Lifting: Frequently, up to 50lbs
- Bending: Frequently

Equipment/Tools Used:

- Computer
- Phone

Education/Experience and/or Certification:

- Serv-Safe Certified

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