

Good News Rescue Mission  
Job Description

**Position Title:** Food Service Assistant  
**Ministry Department:** Food Services  
**Reports To:** Food Services Manager  
**FSLA Status:** Non Exempt  
**Status:** Full Time

**Description:**

Responsible in assisting food service manager, insuring that meals are served on schedule and that dining room and kitchen are stocked and maintained in a clean and orderly manner.

**Responsibilities:**

- Assist with food service functions, including meal service and clean up.
- Assist with meal planning and preparation using budget and donation resources.
- Assist with training and supervising of assistants, program men, guests and community volunteers assigned to the kitchen crew.
- Accept, pick up and provide receipts for donations received.
- Assist with keeping and updating kitchen records including but not limited to transfer of donations to other charities.
- Insure that all equipment is properly maintained and in working order.
- Insure that all food and supplies are properly stored and utilized allowing for minimum waste.
- Assist with food drives, banquets and special events.
- Assist with emergency food bag ministry.
- Operate all food services in compliance with established health and safety standards including Serv-Safe, USDA, OSHA and the Health Department.
- Accurately report daily and monthly meal stats.
- Insure that the pantry, freezer, walk-in box, food prep area, kitchen work area and dining room are orderly and clean
- Additional duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian.
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions statement of Christian faith and be able to share that faith and knowledge with staff and clients.
- H. S. diploma or GED. Minimum 3 years of experience in the food service industry.
- Culinary Arts education and/or experience as a line cook.
- Serve Safe certified preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

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- Team player focused on the overall success of the organization.
- Ability to foster a cooperative work environment.
- Ability to help plan and coordinate large scale banquets and special events.
- Ability to help plan, coordinate and purchase for nutritious daily menus.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to build and maintain a direct relationship with outside agencies.
- Able to support the Good News Rescue Missions statement of Christian faith and share that faith and knowledge with staff and clients.

### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PRE-EMPLOYMENT SCREENING**

- Drug and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider