



## The Union Mission Job Description

*Dedicated to serving God by serving the most vulnerable people in the community; the poor and homeless.*

**POSITION:** Food Service Staff **DEPARTMENT:** Food Services **DATE:** 5/1/2024

**RESPONSIBLE TO:** Director of Food Services **STATUS:** Non-Exempt **BFOQ:** Faith Alignment

### **SUMMARY:**

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities.

### **DUTIES & RESPONSIBILITIES:**

As a vital member of our team at the Union Mission, you will fulfill multiple roles to ensure the smooth operation of our Food Services Department. In addition to performing reasonably related duties as assigned, the Food Services Staff member will perform duties including, but not limited to:

- Operate dishwashing equipment to clean dishes, utensils, and kitchen equipment used during meal preparation and service
- Ensure that all dishes are thoroughly cleaned, sanitized, and dried according to health and safety standards
- Empty and clean trash bins, dispose of food waste, and maintain cleanliness in kitchen
- Assist with meal service by portioning and serving food to shelter guests in a courteous and respectful manner
- Ensure guest have access to necessary utensils, condiments, and beverages during meal times
- Receive, unload, and store food and supply deliveries in designated storage areas, ensuring proper rotation and organization
- Monitor inventory levels of utensils and cleaning supplies, and communicate with supervisors regarding restocking needs
- Maintain cleanliness and sanitation standards in the kitchen, dining and storage areas, including wiping down surfaces, sweeping and mopping floors, and cleaning equipment
- Adhere to food safety regulations and guidelines, including proper handling and storage of food items, to prevent contamination and ensure the safety of guest
- Interact with shelter guests and volunteers in a friendly, respectful and empathetic manner
- Work collaboratively with other staff members; communicate effectively with supervisors and colleagues, sharing information, coordinating tasks and contributing to a positive team environment
- Clearly communicate all matters and needs to the Food Services Managers and exercise great stewardship and integrity in handling food items and donations,
- Ensure that all food products are refrigerated, and served in as outlined by ServSafe food handler's certification guidelines and done so in safe and timely manner,
- Obtain and maintain ServSafe food handler's certification (*within 30 days of employment*)

## SKILLS & QUALIFICATIONS:

- ❖ A personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- ❖ Previous experience in a similar role, such as dishwasher, server, or stocker is preferred
- ❖ Basic knowledge of food safety and sanitation practices are desirable; willingness to undergo training in food handling and safety is essential
- ❖ Strong interpersonal and communication skills, with ability to interact respectfully and compassionately
- ❖ Ability to work effectively as part of a team, follow instructions, and adapt to changing priorities and tasks
- ❖ Flexibility to work evenings, weekends, and holidays as needed to meet the operational needs of the shelter
- ❖ Be able to communicate with coworkers, volunteers, contractors and vendors
- ❖ Flexibility to adapt to changing circumstances and willingness to work evenings, weekends, and holidays as needed
- ❖ Good communications skills – written and oral
- ❖ Ability to be self-directed and work independently when need be
- ❖ Demonstrated ability to multi-task, have attention to detail and complete all assignments timely
- ❖ Good judgment, self-control and professional boundaries
- ❖ Read, understand and follow safety and other specific instructions and procedures
- ❖ Able and willing to work as a member of a team
- ❖ A commitment to serving others

## WORKING CONDITIONS/PHYSICAL FACTORS:

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

- The majority of this position requires **continuously** standing for long periods, lifting heavy pots/pans and performing repetitive tasks such as chopping.
- **Frequently** be able to read, write and interpret written documents
- **Frequently** lift and/or move up to 50 pounds /climb a 6 ft ladder

## EDUCATION/EXPERIENCE:

- A high school diploma at a minimum.
- Must have 2 years of previous experience

### Requirement:

The Union Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christcentered 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. As such, each employee must have a relationship with Jesus Christ as their Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of The Union Mission;
- Subscribe to The Union Mission Doctrinal Statement and Qualifications for Employment upon hire and continuously while employed;
- Endeavor, in good faith, to fulfill the purpose and mission of The Union Mission;
- Adhere to The Union Mission Employee Handbook.

*My signature below acknowledges that I have read and understand the job description as described herein, and that I can fulfill this position, including but not limited to the Physical Requirements/Working Conditions (with or without accommodation) unless otherwise noted. I understand that this job description is not all-inclusive and that employment with The Union Mission is always at-will.*

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Signature

Printed Name

Date