

Position/Title: Food Services Assistant

Classification: Part-time or Full-time, Non-Exempt

Compensation: As approved by the Executive Director and Board of Directors. For benefits information, please refer to the SRM Employee Manual.

Accountability: Reports to the Director of Food Services who will conduct a periodic performance evaluation with input from peers.

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Food Services Assistant provides support to the Director of Food Services and the residents of the Men's New Life Program.

Responsibilities: The following constitute the major responsibilities of the Food Services Assistant:

I. Spiritual

1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
2. Be prepared to communicate SRM's religious beliefs to volunteers, guests and general public.

II. Food Services

1. Be Managerial SERV Safe and Allergen Awareness Certified and maintain the certifications.
2. Assist the Director of Food Services in monitoring hygiene and proper attire of self, volunteers, and residents working in Food Services.
3. Support the proper training and supervising of the Food Services volunteers and residents assigned, including those preparing meals, washing dishes, cleaning the kitchen and appliances, and working in the dining room.
4. Create daily/weekly menus for programs and staff, as well as assist in the daily maintenance, cleanliness and sanitation of the kitchen, dining room and equipment.
5. Ensure that proper sanitation and temperature procedures and public health procedures related to food storage and preparation meet SERV Safe standards and MA sanitation requirements.
6. Ensure the cooling and freezer temperature logs are filled out daily.
7. Assist in receiving all food donations by recording weights on weight sheet, filling out a gift-in-kind form for all Food Services supplies and equipment donations, for Mission's annual auditing process.
8. Create a safe and healthy environment for guests, volunteers and residents.
9. Assist the Volunteer Program Coordinator in scheduling volunteers to be assigned in Food Services.
10. Perform all regular Food Services duties/schedules in the absence of the Director of Food Services or as assigned.
11. Promote public awareness of ministry programming/events.
12. Participate in seminars, workshops and conventions as assigned.
13. Attend staff meetings and be prepared to share information as needed. Part-time staff will attend staff meetings per the invitation of the Executive Director.

14. Become CPR Certified within 1 year of starting date of employment and maintain that certification. SRM will pay for program staff's first CPR training; thereafter it is the staff member's responsibility to maintain his/her CPR certification as a requirement of his/her future employment.
15. Be physically able to lift up to 40lbs with or without assistance. To avoid injuries, always seek assistance while lifting odd sized objects.
16. Report any accident/incident to Business Office within 24 hours.
17. Perform other duties as situations require or that are assigned by the Executive Director.

Qualifications:

- College degree or equivalent work-related experience with good communication, computer and organizational skills.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with, and adhere to, the "Statement of Faith" and policies of the Rescue Mission.
- Abstain from the use of alcoholic beverages, tobacco products, legal (ex. Marijuana) and illegal drugs, and gambling on premises or at any or all Rescue Mission-related functions. Abstain from the use of legal (ex. Marijuana) and illegal drugs and gambling off premises. Abstain from alcohol abuse and intoxication. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (1 Cor. 6:19-20; Luke 16:10)
- Have the ability to work in harmony with other staff members as a team player. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. However, the Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our "At Will Employment Policy".

I hereby agree that this is a Christian ministry. In accepting this position, I agree to adhere to the SRM "Statement of Faith", as found in the Employee Manual.

Signature

Date