



THE
CITY MISSION
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Food Service Assistant (Part-Time), Cleveland

General Information

Job Title: Food Service Assistant (Part-Time)

Location: 18120 Puritas Ave., Cleveland, OH, 44135

Base Pay: \$12.00 / Hour

Industry: Non-Profit, Religious Organization

Employee Type: Non-Exempt Part-Time

Manage Others: No

Job Category: Food Service

Contact Information

Name: Human Resources

Email: humanresources@thecitymission.org

- Description

Position Overview

Serves clients and staff attractive and nutritious meals; teaches, trains and supervises clients assigned to the kitchen and strives to run a safe and effective operation in the kitchen. Part-time role working 16 hours per week. Must be available Saturdays and Sundays every week, as well as some afternoon/morning weekday scheduling. Part-Time positions available at both locations (Crossroads and Laura's Home).

Essential Job Functions

- Supports the core beliefs and vision of The City Mission.
- Responsible for daily cleaning and sanitizing work areas, equipment and utensils.
- Maintain cleanliness in the kitchen.
- Cooks and prepares foods according to recipes, directions and menus.
- Uses correct portions when preparing and serving items.
- Prepares items for the day and using proper dating procedures for products.
- Assists in storage and disposal of unused food.
- Transfers supplies and equipment between storage and work areas.
- Monitor and supervise all clients who work in the kitchen area.
- Attend meetings as necessary.

- Additional duties as assigned by Food Service Manager and/or Administration.
 - Work with Food Service Manager to develop and maintain schedule for clients and staff.
 - Assist in developing and maintaining a team atmosphere
 - Utilize and enforce New Kitchen Team Member Packet practices.
 - Evaluate clients and hold them accountable.
 - Collaborate with downtown staff on events.
 - Interact with clients in a professional and caring way.
 - Assists in special events and activities requiring food service
- Requirements
 - Professional Qualifications
 - Experience in food-related position or proven record in directing kitchen staff and multi-tasking.
 - Team Player
 - Goal-Oriented
 - Microsoft Office Skills
 - Delegation Skills
 - Reporting Skills
 - Demonstrated ability to work as an effective leader to clients
 - Ability to maintain records and complete reports
 - Must be flexible to accommodate work schedule.

Physical Requirements

- Stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete)
- Bend/twist at waist/knees/neck to perform various duties
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with clients, volunteers, and co-workers, view security monitors; includes hand/eye coordination
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with clients, volunteers, and co-workers, giving and receiving instructions
- Constant use of both hands and arms in reaching/handling/grasping/fingering while using kitchen tools, including mops
- Able to lift, carry, organize stock, including reaching both arms overhead
- Able to effectively use food processor, hand tools, can openers, scales, measuring cups and spoons
- Subject to excessive heat, cold and noise
- Must be able to lift 50 pounds.

- Must possess effective written and oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner;
- Must be able to use initiative and independent judgment within established guidelines
- Must be able to frequently prepare written logs in neat, legible handwriting;
- Must be able to communicate professionally via computer programs such as Microsoft Outlook
- Must be able to read and understand all recipes, operating procedures and instructions
- Must be able to handle pressure of constantly working with individuals in crisis.

Spiritual Qualifications

- Professes Jesus as Lord and Savior
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21)
- Patterns life after the example of Jesus and the commands and principles found in the Bible
- Desires to serve the Lord in the ministry of rescue

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

EEOC Disclaimer

The City Mission is an Equal Opportunity Employer. At The City Mission we are committed to treating all applicants and team members fairly based on their abilities, achievements, and experience without regard to gender, race, color, age, national origin, disability status, ancestry, veteran status, or any other classification protected by law.

As a religious, non-profit organization- 501 (c) (3), The City Mission is exempt from Title VII, Civil Rights Act of 1964, as it relates to discrimination because of religious beliefs under a Bona Fide Occupational Qualification. The City Mission reserves the right the recruit and hire only those who have made a personal commitment to