



Job Description: Lunchroom Cook / Coordinator (Part Time)

Lunchroom Cook/ Coordinator (PT) – Approximately 25 - 28 hours/week. Hours will vary according to staff meeting and meal schedules, and will include at least 2 -3 Thursday evenings per month.

Reports To: Life Skills Program Director

Ministry team qualifications

- Expresses full agreement with BsideU's statement of Faith and Mission Statement.
- Complies with the policies and procedures of BsideU.
- Is dependable, stable, and capable of following through on commitments.
- Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion minded women or any woman seeking the services provided at BsideU.
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
- Respects confidentiality.
- Exhibits grace under pressure and feels comfortable interacting across multiple age groups, cultures and backgrounds —including children, young adults to retirees and at-risk families who are interested in or who are served by the ministry.

Responsibilities

- Maintains BsideU Kitchen status as a permitted/licensed food serving facility through Metro Public Health.
- Upon completion of certification process (if not already personally certified by Metro Public Health in Food Safety), coordinator will be responsible for meals provided to clients and children on location each day (lunch Monday thru Friday, and dinners on Thursday evenings).
- Oversee and coordinate all tasks for daily lunch service, including meal preparation, serving, and daily clean up, or guides volunteers in same tasks.
- Develop weekly menu plans that focus on healthy eating (salads, soups, vegetables, low sugar).
- Keeps all areas tidy, clean, sanitized and organized (daily).
- Maintains inventory of all food/meal and kitchen related supplies including record keeping, budgeting and expenditures. When possible order groceries for delivery instead of in-person shopping for efficiency.
- Schedules and resources kitchen volunteers, communicating lunchroom guidelines, and follow-through on health and sanitation guidelines.
- Understands that training and retraining volunteers and staff who help in the kitchen is ongoing and not a "once and done."
- Implements deep cleaning and maintenance schedule for the kitchen and dining area, including: refrigerators and freezers, oven, stove, exhaust hood, grill, grease trap, and dry pantry upkeep.
- Help facilitate training on health department rules and regulations as needed.



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- Participate in regular staff meetings and retreats.
- Is not primarily tasked with recruiting volunteers, but assists as requested in recruiting and training volunteers for helping with meal prep and develops a consistent mode of communicating with volunteers in collaboration with the Volunteer Coordinator.

Job Qualifications

Education:

- High school diploma (some vocational and/or college courses preferred but not required).
- Basic computer skills (email, google calendar, Microsoft Office) for maintaining good communication with staff and volunteers, budgeting, etc.

Experience:

- Must possess or be willing to obtain certification for having passed the Sanitation Course for Foodservice Managers through Louisville Metro Department of Public Health and Wellness, and maintain kitchen and dining area according to applicable regulations, and implement related standards (at ministry expense).
- Experience in meal planning and quantity cooking.
- Must have good communication skills and basic budgeting and planning skills.
- Outgoing and service-minded in dealing with volunteers and church groups providing kitchen assistance or meal preparation.
- Working knowledge of community food resources.

Physical Demands

- This Position is required to do moderate to strenuous physical work. In order to successfully perform the essential functions of this position, the individual is regularly required to lift 25+ pounds, bend, twist, carry, sit and stand for extended time periods. Work environment can be noisy at times.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

____/____/____
Date