



Job Description: Lunchroom Cook / Coordinator (Part Time)

Lunchroom Cook/ Coordinator (PT) – 4-5 days per week 10:00am – 2:00pm

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 —from young adults to retirees and at-risk families who are interested in or who are served by the ministry.

Responsibilities

- Oversee application for BsideU Kitchen to qualify as a permitted/licensed food serving facility.
- Upon completion of certification/permitting process, coordinator will be responsible for meals provided to clients and children on location each day.
- 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.
- Schedules and resources kitchen volunteers, communicating lunchroom guidelines, and follow-through on health and sanitation guidelines.
- Implement 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.
- Participate in regular staff meetings and retreats.

Job Qualifications

Education:

- High school diploma (some vocational and/or college courses preferred but not required).



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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 helpful.
- 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.
- 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