



## **POSITION DESCRIPTION**

### **Food Service Coordinator, Southside Drop-in Center**

#### **SUMMARY:**

The Food Service Coordinator is a full-time position working 8am – 4pm weekdays. The coordinator plans menus, orders cooking supplies, preps food and prepares meals. They work with New Bethany staff to monitor all drop-in center activities. Please note that this position includes preparing and serving meals on New Bethany scheduled holidays (four-hour shifts on holidays). Flex time is granted for all holidays worked.

#### **ACCOUNTABILITY:**

Food Service Coordinator is accountable to the Director of the Southside Drop-in Center or the Assistant Director in their absence.

#### **SPECIFIC RESPONSIBILITIES:**

Food Service Coordinator will be responsible to:

- Provide menu planning, preparation, service, and clean-up for meals.
- Prepare and cook a large volume of food to feed Soup Kitchen participants.
- Maintain orderly kitchen, including cleaning, inventory, stock, and record keeping (including temp checks).
- Supervise kitchen volunteers scheduled for assistance with food services program.
- Complete ServSafe training (due within 60 days of hire).
- Attend professional development training.
- Other duties as assigned by Supervisor.

#### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Employee must be 21 years or older.
- A minimum of a year successful work experience in related field, experience in commercial food preparation/service and knowledge of proper food handling and safety.
- Knowledge about nutrition, food items and cooking a large volume of food.
- Good writing and verbal communication skills.
- The ability to work pleasantly and compassionately with all types of people.
- Must be able to lift and carry up to 40 pounds.
- Ability to manage challenging situations and crises, work independently and collaboratively.
- Ability to work flexible hours, including evenings and weekends.

#### **GENERAL:**

This full-time position begins at \$20 per hour. New Bethany is an independent organization not affiliated with any faith or religion. Our organization takes pride in offering safe and welcoming space. Please send a cover letter and resume to J. Marc Rittle, Executive Director, at [jmrittle@newbethanyministries.org](mailto:jmrittle@newbethanyministries.org).

