



Neighbor Services – Kitchen Helper/Assistant Urban Ministry Center

Urban Ministry Center (UMC) is an interfaith organization dedicated to bringing the community together to end homelessness, one life at a time.

UMC has five core values it uses when hiring and evaluating staff members.

These are:

- Heart for the Work
The UMC staff is truly passionate. We love what we do. We endeavor to be the very best at helping the people we serve, and our colleagues succeed, even when no one is watching
- Kind and Compassionate
The UMC staff is kind and compassionate. We offer comfort and strength, hope and support to each other and to the people we serve.
- Results Oriented
The UMC staff is results oriented. We do not give up, even when faced with obstacles; utilizing flexibility and creative thinking.
- Self-Care
The UMC staff values self-care, including caring for physical, emotional, and mental health care needs. Self-awareness allows staff to feel secure with their professional identity, including clarity of appropriate professional /personal boundaries and awareness of when to seek support from others.
- Team Oriented
The UMC staff is appreciative, helpful, and team oriented. We treat everyone with respect, knowing that we will achieve more working together than alone.

This position reports to the Director of the Soup Kitchen.

Key responsibilities include:

- Review and complete assigned tasks to prepare food, with the assistance of volunteers and other staff members. This includes, but is not limited to: preparing salads, sandwiches, sides, prepping vegetables, fruits, meats, baking, etc.

- Prepare food using recipes from the Soup Kitchen Director focusing on portion control, while following safe food-handling procedures.
- Fill condiments prior to meals as needed, setup dessert table, assist cooks in serving lunch.
- Clean all food-serving and food service areas and equipment, including ovens, fryer, hood, filter, etc. as assigned. Wash and store pots and pans as needed.
- Ensure safe and efficient operation of the kitchen area and meal service. This may include assisting with serving or dishwashing.
- Work with volunteers, guiding them on preparation and serving of meals. Provide assistance to them as needed.
- Assist in putting away all leftovers, labeled, dated, and marked for a designated reuse.
- Other duties as assigned.

Position Requirements:

- Minimal one-year Kitchen Assistant/helper experience required.
- Must have or can obtain safe serve certificate.
- Must be able to lift/Carry a minimum of 30 lbs., push/pull a maximum of 50 pounds, stand, sit bend and walk for extended periods of time.
- Must be able to work around food and cleaning products.
- Must be able to work weekends/holidays as scheduled.
- Willing to learn and follow instructions correctly.
- Willingness to comply with all food safety procedures.
- Ability to work with integrity always.
- Ability to work closely with volunteers.

Please send your resume and cover letter to jobs@urbanministrycenter.org.

COVER LETTER REQUIRED.

Deadline for applying is April 15, 2019.