



Position Announcement – Community Kitchen Staff (Part-Time)

Position: Community Kitchen Staff

Program: Community Kitchen

Compensation: \$15.40 hourly; paid sick and vacation time

Reports to: Community Kitchen Manager

Status: Regular, 20 hour/week position and fill-in as needed. Must be available to work holidays; position is considered Essential Staff during emergencies, including inclement weather

Schedule: Wednesday 2-7pm; Thursday 10am-1pm & 4-7pm (split shift); Friday 4-7pm; Saturday and Sunday 10am-1pm

Seeking responsible, energetic applicant for IFC's Community Kitchen. Must be interested in providing quality meals to individuals experiencing food insecurity and able to function well in a fast-paced environment, providing diner-centered services that are consistent with the agency's core values and commitment to trauma-informed care, racial equity, and social justice.

Responsibilities:

- Serves hot meals, including protein, vegetables, starch, green salad, fruit salad, dessert and bread
- Works with kitchen volunteers on prepping food items using appropriate equipment, picking up donations, sorting food, cooking, monitoring, cleaning, etc.
- Ensures that the kitchen complies with all food safety policies, including providing guidance to volunteers regarding basic food safety
- Oversees the meal service, including being present with the volunteers in the kitchen, replenishing food on the line as needed, ensuring that trays and pots are getting washed, and assuring things run smoothly
- Ensures cleanliness and order of kitchen and storage areas, including keeping the dish and pot station organized, putting containers in their proper place after cleaning, and managing after meal clean-up of the dining room, kitchen, according to guidelines
- Keeps documentation of meal counts
- Communicates with the Program Manager about needs related to volunteers, supplies and equipment
- Professionally addresses any questions, crises or other issues involving diners, using conflict resolution and de-escalation, problem-solving and accessing other resources
- Attends staff meetings and trainings as scheduled
- In collaboration with the Program Manager, facilitates food distribution with the Community Market, Community House, HomeStart, and other local groups so food surplus is not wasted

Qualifications:

- Experience working in kitchen setting, including knowledge of food and kitchen safety procedures
- Ability and desire to work with people of different backgrounds and personality types
- Experience working with people who are low income and/or are experiencing homelessness
- Experience working with volunteers
- Excellent interpersonal and organizational skills, including verbal, written and computer communication skills
- Physically able to lift boxes, bags, and pans of food (50 lbs)
- Valid NC driver's license

Submit cover letter and resume to: HR@ifcmailbox.org. Applications will be accepted until position is filled.