



## Position Announcement – Community Kitchen Advocate (Part-Time)

**Position:** Community Kitchen Advocate

**Program:** Community Kitchen

**Compensation:** \$15.85 hourly

**Reports to:** Community Kitchen Manager

**Status:** Regular, 6 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:** Saturday and Sunday 10am-1pm; plus team meetings/trainings (Thursdays at 1pm) and all-staff meetings (3<sup>rd</sup> Tuesdays 5:30-7pm); fill-in on other shifts as needed

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

### Responsibilities:

- Serves and helps to cook hot meals, including protein, vegetables, starch, green salad, fruit salad, dessert
- De-escalates conflicts and promotes healthy communication among staff, volunteers, members, and guests
- 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
- Participates in the meal service, including being present with the volunteers in the kitchen, replenishing food on the line as needed, washing trays and pots and pans, 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 cleaning up after meals
- 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 1:1 meetings, staff meetings and trainings as scheduled and actively engages in applying feedback and learned information to work performance
- 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 volunteers and people who are low income and/or are experiencing homelessness
- Excellent interpersonal and organizational skills, including verbal, written and computer communication
- Physically able to lift boxes, bags, and pans of food (50 lbs)
- Valid NC driver's license - *preferred*

**Submit cover letter and resume to:** [HR@ifcmailbox.org](mailto:HR@ifcmailbox.org). Applications will be accepted until position is filled.

*IFC is an equal opportunity employer and strongly encourages applications from people with lived experience of poverty and/or homelessness, people of color, LGBTQ applicants, and people with disabilities.*