



## Position Announcement – Kitchen Resident Advocate (30-hours)

**Position:** Kitchen Resident Advocate

**Program:** Community House

**Compensation:** \$15.85 hourly; full benefits

**Reports to:** Community House Manager

**Status:** Regular, 30-hour/week position and fill-in as needed. Position is considered Essential Staff during emergencies, including inclement weather

**Schedule:** Monday-Friday, 3:00-9:00pm; plus mandatory meetings and trainings

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

### Responsibilities:

- Coordinates, serves, and helps to cook hot meals for up to 52 shelter residents each day
- Assures there is a plan for breakfast and dinner daily, including on weekends
- Transports food and supplies between IFC programs, including Community House, HomeStart and IFC Commons; picks up food donations from local grocery stores, restaurants, and other establishments, as needed
- De-escalates conflicts and promotes healthy communication among staff, volunteers, members, and guests
- Works with kitchen volunteers to prep 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
- Oversees dinner service, including being present in the kitchen, replenishing food on the line as needed, ensuring that trays and pots are getting washed and that 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, and managing after meal clean-up of the dining room and kitchen
- Orders, receives, organizes, and stocks food donations, paper goods and kitchen supplies
- Keeps inventory and documentation, as needed
- Professionally addresses any questions, crises or other issues involving residents, using conflict resolution and de-escalation, problem-solving and accessing other resources
- Attends staff meetings and trainings as scheduled
- In collaboration with other programs, facilitates food distribution 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 - **required**

**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.*