



## Position Announcement – Kitchen Staff

**Position:** Kitchen Staff  
**Program:** Community Kitchen  
**Reports to:** Program Manager

### **Status:**

Hiring for regular part-time position for weekend shifts (9 am-2 pm); must be available to work holidays; position is considered Essential Staff during emergencies, including inclement weather

**Compensation:** \$14.90 per hour with sick leave benefits

Seeking responsible, organized applicant for Kitchen Staff position at IFC 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, under the direction of the Program Manager as to menu, including protein, vegetables, starch, green salad, fruit salad, dessert and bread
- Supervises and assists kitchen volunteers with prepping food items using appropriate equipment; performs volunteer duties (food pick-ups, food sorting, cooking, monitoring, cleaning, etc.) when regularly scheduled volunteers are unavailable
- Ensures that the kitchen complies with all food safety policies, to include 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 generally making sure the operation runs smoothly
- Ensures cleanliness and order of kitchen and storage areas, to include: 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 and bathrooms, 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, problem-solving and accessing other resources
- Attends staff meetings and trainings as scheduled
- In collaboration with the Program Manager, facilitates food distribution with the IFC Food Pantry, Community House, HomeStart, and other and other local groups fighting food insecurity so that any food surplus can be distributed and not wasted

**Qualifications:**

- Ability and desire to work with people of different backgrounds and personality types
- Experience working with low-income and/or homeless individuals
- 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
- Experience working with large groups of people, in commercial kitchen setting helpful
- Knowledge of food and kitchen safety procedures helpful

**Please email cover letter and resume to:**

**[klavergne@ifcmailbox.org](mailto:klavergne@ifcmailbox.org)**

**Applications will be accepted until position is filled.**