



JOB DESCRIPTION

Food Service Coordinator

Reports to: Food Service Manager

Status: FT/Non-Exempt

Department: Food Service

Date: August 2020

Our Mission is to extend the love of Christ to our neighbors in need by providing food, shelter, and a connection to support services.

SUMMARY OF POSITION:

Coordinates and ensures food preparation, serving, and cleaning in an institutional setting to guests, volunteers, and staff in a way that reflects our vision, mission, and values.

To be a Christ centered organization that is a compassionate shelter and vital community partner

DUTIES AND RESPONSIBILITIES:

- ❖ Assist with creating weekly/bi-weekly menu
- ❖ Meal set up and clean up
- ❖ Preparation of meals
- ❖ Assist with serving meals to community and guests
- ❖ Oversee volunteers and guests who assist in the kitchen and ensure all ServSafe food handling requirements are practiced
- ❖ Serve appealing and nutritionally balanced meals of reasonable portion
- ❖ Ensure compliance with all health and safety regulations in the kitchen to yield positive inspection results
- ❖ Ensure kitchen is properly cleaned up and closed/secured with no guests in the area
- ❖ Check freshness of food and rotate or discard out of date items
- ❖ Operate and clean various kitchen equipment
- ❖ Provide guidance and encouragement to guests doing tasks in kitchen/dining room
- ❖ Assist with receiving donations as needed
- ❖ Perform other duties as assigned

SKILLS AND QUALIFICATIONS:

- ❖ Excels in a fast-paced work environment.
- ❖ Ability to communicate with other staff
- ❖ Enjoys menu planning and working in a team environment.
- ❖ Able to create nutritional meals from available resources
- ❖ Able and willing to model Christ-likeness in conduct and conversation as described in our core values.

- ❖ Good discernment with regard to people and situations; exercise patience, wisdom, and accountability within an environment of grace
- ❖ Computer literate, proficient with Microsoft Office software, internet and email

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- ❖ Stand, walk, or sit – continuously
- ❖ Use hands to fingers, handle, or feel – continuously
- ❖ Reach with hands and arms – frequently
- ❖ Stoop, knee, or crouch – occasionally
- ❖ Lift and/or move up to 50 pounds - occasionally

EDUCATION/EXPERIENCE:

- ❖ Three years food service experience in a restaurant or institutional setting.
- ❖ ServSafe certification
- ❖ Familiarity with health and safety regulations

Requirement:

The York Rescue Mission dba **LifePath Christian Ministries** is a privately funded 501 (c)3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to share the Gospel in order to see lives redeemed, renewed, and restored and to celebrate the stories of lives being transformed through relationship with Jesus Christ. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of LifePath Christian Ministries;
- Subscribe to the LifePath Christian Ministries’ Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the policies of the LifePath Christian Ministries’ Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and I affirm that I can fulfill the requirements of this role. I understand that this job description is not all-inclusive and that employment is always “at will”.

Signature

Printed Name

Date