

JOB DESCRIPTION

Gettysburg Community Soup Kitchen

Paid Kitchen Staff

Position Summary

The Gettysburg Community Soup Kitchen is a private non-profit organization that has been serving nutritious meals to those in need for more than 25 years. Located at 22 West High Street, Gettysburg, PA. The kitchen is currently open seven days a week and serves a mid-day meal to an average of 40 adults and children each day. The Soup kitchen currently employs 5 paid staff.

Paid kitchen staff are important to the overall organization and support the Kitchen Supervisor in carrying out the daily process of preparing and serving meals, training and guiding volunteers throughout the meal process, and enforcing food, health and safety, and cleaning and sanitation practices; as required to minimize health and safety risks for guests and employees, in a food service environment. Paid kitchen staff, are supervised by the Kitchen Supervisor and in some cases the Board of Directors.

Kitchen staff have scheduled hours on both weekdays and weekends typically from 9:00 AM to 1:30 PM; as scheduled by the Kitchen Supervisor. Wages are paid monthly. Weekend hours are flexible and based on availability.

Daily Set-Up Assignments

- Turn on ovens and prepare other trays, pans and utensils for food preparation;
- Supervise volunteers for each day and train new volunteers on food serving, give-away basket and any new information or information for that day that needs to be provided; delegate to volunteers;
- Perform meal preparation tasks; make coffee, set tables, butter bread, plate desserts;
- Prepare foods being used from our pantry;
- Receive food items from meal sponsors, and thank them, offer food items from pantry and freezer for their next meal
- Provide feedback on food items, current quantities needed and any other new information they may need to know;
- Unlock doors at 11:20 AM and greet guests.

Daily Meal Service Assignments: Procedures for Staff and/or Volunteers

- Provide prayer from book and/or bible prior to serving, 11:30 AM.
- Make announcements to guests as necessary;
- Assist in serving guests, and passing give-away basket;
- Monitor serving portions and assure there is enough food for first servings before serving additional servings;
- Distribute and punch voucher cards;
- Lock doors at 12:30 PM. Assure guests vacate dining room by 12:45 PM.

Daily Clean-Up Assignments

- Supervise volunteers for each day and train new volunteers on food storage, cleaning and sanitizing, operating dishwasher and other equipment; delegate to volunteers;
- Complete clean-up of dishes, tables, chairs, counters, sinks and stoves, clean and sanitize all surfaces in kitchen area; Wipe off appliances as necessary. Pull and run stove grates through dish machine.

Other Assigned Duties/Tasks

- Deliver extra food items to Homeless Shelter as needed or directed;
- Go to local grocery stores to shop for needed kitchen items;
- Perform additional tasks as assigned by Kitchen Supervisor.

Job description shall be reviewed and signed annually at time of employee performance review, and/or with the addition or deletion of any duties or assignments.

Supervisor Signature: _____ **Date:**

Employee Signature: _____ **Date:**

ised 6/18

Rev