



## ROLE DESCRIPTION

**Role:** Kitchen Assistant

**DEPARTMENT:** Homeless Services - *HS is the oldest ministry of City Gospel Mission (CGM.) We exist to provide emergency housing and an opportunity for a life reset for men in need throughout the greater Cincinnati area.*

**REPORTS TO:** Kitchen Manager

**CLASSIFICATION/ STATUS:** Part Time (Approximately 25 hours per week). Most of the time the weekly hours/shifts will be scheduled in advance. The hire must have flexibility in her/his schedule to be able to cover any meal on occasion –Breakfast, Lunch or Dinner, sometimes upon short notice. There may be opportunities to pick up additional hours if this is desired.

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:**

The Kitchen Assistant will support the Kitchen Manager in the areas of food prep, cleaning and sanitation, planning and cooking, and other tasks needed to run an effective mission kitchen. Additionally, the Kitchen Assistant should be skilled enough to prepare and serve meals if the Kitchen Manager is attending to other tasks or is not on site.

**MAJOR POSITION RESPONSIBILITIES:**

1. Conduct the work of Kitchen Assistant in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.
2. Help to create a positive environment amongst the community of people residing and working at City Gospel Mission's Homeless Shelter.
3. Establish a productive working relationship with the individual men who are residing in the shelter. Help to maintain a friendly and respectful environment that is conducive to ministry.
4. Attend to the duties given by supervisor: these largely revolve around preparing ingredients, cutting or washing meat and vegetables, and performing basic cooking tasks such as boiling and frying. We typically cook and serve meals to our participants daily. This could be up to 74 people for breakfast and lunch. Our dinners may be open to the public and serve as many as 150 people.
5. Ensure cleanliness (sanitization) of the kitchen and diner spaces.
6. Help to oversee all residents who have assigned chores in the kitchen or diner (seating area.)

7. Work with the Kitchen Manager, Volunteer Coordinator to assist volunteer churches or groups who are dropping off or cooking/serving meals
8. Assist in processing and storing food donations that are dropped off at the shelter.
9. Provide complete, accurate and timely documentation on needed items, ex. Inventory, shift times, food logs.
10. Ensures adherence to all policies and procedures for guests, residents and volunteers.
11. Work collaboratively as part of the homeless service team to achieve organizational goals, in an environment that changes frequently. As a consequence, staff members should be comfortable if we need to modify in our programs, policies, and procedures.
12. Pray regularly for residents, staff and City Gospel Mission. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on residents. We believe praying for community has a positive impact on residents and staff.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

#### **PERSONAL REQUIREMENTS:**

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and regular Bible study and church attendance.
4. Agree with and sign City Gospel Mission Statement of Faith.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Must have reliable transportation.
7. Must pass background and drug test.

#### **PHYSICAL REQUIREMENTS:**

1. May require ascending/descending stairs, lifting or moving up to 25 pounds of food donations
2. The person in this position frequently must be able to stand for sometimes hours in a hot kitchen environment

#### **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

1. A High School Diploma or equivalent.

2. Some experience working with Homelessness, Substance Abuse, Mental Health, Housing, and the Criminal Justice systems is preferred.
3. Some experience working in a kitchen environment, preparing meals for large groups is preferred.
4. General knowledge of computer programs such as Outlook, Word, Excel, PowerPoint, and Google Docs is preferred.
5. The person in this role should be to say no and maintain appropriate boundaries, while being gracious in his/her demeanor.

Interested candidates, please submit a resume to Kelly Wilson at [KWilson@citygospelmission.org](mailto:KWilson@citygospelmission.org)

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