



Job Posting

Position: Shelter Kitchen Staff

Status: Temporary, Full-time Reduced (30+ Hours), Non-Exempt

Reports to: Program Manager

Compensation: \$14.25/hour

Seeking responsible, organized applicant with kitchen experience for Temporary Kitchen Staff position at IFC Shelters for people experiencing homelessness. Must be interested in providing quality meals to individuals and families experiencing homelessness and able to function well in a fast-paced environment. A high level of importance is placed on culturally-competent, trauma-informed interaction with members.

Responsibilities:

- Coordinates with IFC programs, grocery stores, restaurants, university, etc. to ensure ample food.
- Coordinates food distribution with the IFC Food Pantry, Community Kitchen, HomeStart, Community House, and other local non-profit agencies so that any food surplus can be distributed and not wasted.
- Creatively prepares and plans meals for breakfast and dinner daily, plus lunch on weekends.
- Coordinates shelter kitchen volunteers; performs volunteer duties (food pick-ups, food sorting, cooking, etc.) when regularly scheduled volunteers are unavailable. Acts as primary source of information about kitchen services.
- In collaboration with Program Manager, arranges for the repair, purchase, and installation of shelter kitchen equipment as needed, in accordance with budget.
- Orders, receives, organizes, and stocks food donations, paper goods and kitchen supplies.
- Ensures that the shelter kitchen, staff, and volunteers comply with all food safety regulations.
- Ensures cleanliness of kitchen and storage areas.
- Attends staff meetings and trainings as scheduled.
- Uses internal computer database for meal count tracking, communication with other staff, etc.

Qualifications:

- Experience cooking for large groups of people, using portion control, in commercial kitchen setting
- Knowledge of food and kitchen safety procedures
- Experience managing volunteers, including recruitment, training and supervision
- Excellent organizational and interpersonal skills, including verbal, written and computer communication skills
- Ability and desire to work with people of different backgrounds and personality types
- Physically able to lift boxes, bags, and pans of food (50 lbs)
- Valid NC driver's license

Work Environment:

- Is considered Essential Staff during emergencies, including inclement weather
- Work hours: Mon & Tues 2:00pm-10:00pm, Wed & Thurs 2:00pm-6:00pm, Fri 2:00pm-8:00pm

Please email resume and application to ktuett@ifcmailbox.org. Position open until filled.