



Cameron Family Center Food Service Coordinator Job Description

Organization

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission provides a continuum of care specifically tailored to the needs of homeless families offering shelter, meals, intervention, substance abuse recovery, and life skills development.

Summary

Manages the food service and kitchen activities, oversees food service activities in accordance with USDA and Mission guidelines. This is a full-time, exempt position, reporting to the GFRM Operations Director. Compensation is commensurate with skills and experience. This position includes benefits.

Essential Duties & Responsibilities

- Purchases food and kitchen supplies from a pre-approved list and verifies the receipt of ordered food from approved supply sources with another staff member
- Plans well-balanced meals with minimal food waste; prepares menus for those with dietary concerns; distributes daily menus to all kitchen workers
- Conducts food pickups and deliveries; Supervises and coordinates food pickups and deliveries made by volunteers and other staff members
- Manages all incoming and outgoing food
 - Ensures all incoming food is correctly organized, stored and inventory properly rotated
 - Ensures USDA storage and inventory are properly maintained
 - Documents all incoming and outgoing food donations and provides a monthly total to the Director of Operations
 - Maintains continuous inventory of food and supplies
- Prepares and oversees the preparation and cooking of all food, including food for special events.
- Manages and coordinates kitchen work for special events to include planning, set-up, menu planning, cooking and clean up.
- Serves as an ambassador for the Mission, representing the Mission to volunteers and donors
- Supervises all volunteers and clients assigned to the kitchen
 - Provides a positive work and learning experience to clients and volunteers through individualized training and supervision
 - Serves as a role model to clients, volunteers and staff by your actions, appearance, manners, language and general conduct
 - Ensures food and material goods necessary for daily feedings are available
 - Reports any problems to staff for appropriate action
- Enforces a high standard of cleanliness and sanitation in the kitchen work area, dining room area, food preparation area, refrigerator, walk-in, freezer and pantry.

- Records temperatures of freezers, coolers and dry storage areas daily in accordance with USDA guidelines
- Coordinates with Director of Volunteer Ministry to establish realistic volunteer needs

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Qualifications:

- Mature Christian with a strong faith and ability to lead as a Disciple of Christ.
- Must have a personal relationship with Jesus Christ and a desire to serve the Lord in a shelter/recovery ministry.
- Must be able to adhere to GFRM's Statement of Faith and Mission Statement. Must have compatible theology with GFRM's core values.
- Participation in spiritual and professional development training as assigned by the GFRM Operations Director. Attend weekly staff meetings and weekly kitchen meetings.
- High School diploma or GED required; three to five years of education and training beyond high school level in institutional food service or experience as a food supervisor or chef with the ability to cook for 100 people or more.
- Valid Montana driver's license and insurable under GFRM's policy
- Occasional driving duties, as needed
- Must have experience supervising and training other kitchen personnel (including residents and volunteers).
- ServSafe certification
- Other duties as assigned by GFRM Operations Director

Job Skills & Requirements:

- Operate and maintain all kitchen equipment (machines, utensils, cutlery, etc.)
- Manage tasks, meet time schedules/deadlines, and effectively multi-task.
- Maintain a flexible work schedule
- Work independently with little supervision.
- Organize, direct and instruct the work of many people (residents and volunteers) at the same time.
- Work with all levels of the organization in a cooperative manner.
- Be a team player, have good communication skills, and have strong listening skills
- Excellent people skills, with proven ability to encourage and motivate others
- Teachable spirit and willingness to submit to leadership
- Self-motivated, exhibiting responsibility, maturity, integrity, and dependability
- Committed to team participation. Must be effective in working with staff within the facility
- Must be an initiator who can work under deadlines

Physical Demands

- Frequently lift, carry, push or pull boxes weighing up to 50 pounds.
- Stand up for four hours at a time; frequent lifting, bending and stooping in the course of a standard workday.
- This position requires extended times of work on your feet and some time in an office environment, in meetings and working at a desk and computer.

Software & Equipment

- Must have basic computer skills
- Must be familiar with Windows, Microsoft Word, and Excel
- Must be familiar with basic office equipment, such as computers, copiers, and printers

Applications are accepted with your resume attached at the GFRM Administration Office located at 408 2nd Avenue South, EAST ENTRANCE, during normal business hours Monday – Friday, 8:30 am to 5:00 pm.

Contact Person: Jeremy Trebas, Operations Director, jeremy.trebas@gfrm.org.