



Food Service Worker P/T

Food Services/Father Bill's Place

Mission Statement:

Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.

Father Bill's & MainSpring is a growing and dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

Position Summary:

This part-time position is located in Quincy's individual emergency shelter and oversees the day-to-day operations of the food program on the weekends. In addition to overseeing the day-to-day operations of serving meals, the food service worker will work closely with volunteers. This position requires an individual with an understanding of food service delivery systems and an understanding of the homeless population. The ideal candidate would have experience working in industrial kitchens.

Essential Responsibilities:

Food Service:

- Assists in the preparation of hot and/or cold foods, and properly stores food. Assists in the coordination of food preparation for special events as needed.
- Knowledge of food values, nutrition and menu planning within budget.
- Ability to maintain a variety of online operating and general records as well as the preparation of reports for inventory supplies and purchases.
- Oversee and maintain a workable meal plan for 3 nutritional meals a day at the individual shelter.
- Support the training of volunteers and FoodWorks program participants in food preparation and safety.
- Inspects workstations for compliance and enforce established kitchen policies.
- Coordination with the city health inspector(s) to ensure compliance with food safety regulations in the kitchen, storeroom, and dining room areas and will display food service permits and inspection signs as required by the city.
- Coordinates Thanksgiving for the Quincy program regions in conjunction with other Food Service Workers and Operations Manager.
- Works closely with all shelter management staff to ensure appropriate coverage for all meals as well as maintain the cleanliness of the kitchen facility.

- Responsible for supply inventory and organizing storage areas.
- Keep necessary records
- Responsible for maintaining a valid ServSafe Certificate.

Volunteer and Donation Coordination:

- Works with the volunteer coordinator to train and maintain a strong relationship with all of our weekend volunteers.
- Collaborates with volunteer coordinator in responding to group requests for kitchen projects.
- Responsible for tracking volunteer hours on weekends.
- Fosters relationships with volunteers/volunteer groups and keeps in regular contact with Operations Manager regarding relationships that have potential for further engagement.

Skills & Competencies:

- Empathy: An understanding and empathy for those dealing with homelessness and related issues.
- Professionalism: Maintains the highest level of professionalism in the delivery of services, building of relationships, collaboration with co-workers, and representation of Father Bill's & MainSpring within the organization and the community.
- Communication: Speaks appropriately in positive and/or negative conversations with supervisors, coworkers, volunteers, donors and constituents; Articulates the goals of Father Bill's & MainSpring.
- Record-Keeping: Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file updates).
- Job Knowledge: Possesses the practical and technical knowledge required on the job.
- Attendance: Acceptable overall attendance record, consistently at work and on time.
- Reliability: Relied upon regarding task completion and follow-up. Follows instructions, responds to management direction and solicits feedback to improve performance.
- Initiative: Seeks out new assignments and is willing to be flexible with additional duties.
- Adherence to Policy: Follows safety and workplace expectations, regulations and processes as defined in the Employee Handbook.
- Work Ethic: Demonstrates a commitment to the Mission and adheres to the Operating Principles of Father Bill's & MainSpring and works as part of a team toward a common goal.

Other:

- Safety & Security: Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Travel: Local travel may be required. Valid driver's license and good driving record required.
- Physical Demands: *The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations under the Americans with Disabilities Act (ADA) may be made to enable individuals with disabilities to perform the essential functions.*

o Must be able to verbally convey detailed information or important instructions or ideas accurately or quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary.

- Hours: Sat/Sun 10a-6p

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Other duties as assigned may be part of the job.

Father Bill's & MainSpring is an equal opportunity employer.