

***MISSION STATEMENT:** Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

HOLLAND RESCUE MISSION

Job Description

POSITION: Kitchen Supervisor

DEPARTMENT: Food Service

RESPONSIBLE TO: Food Services Manager

LEVEL: 5

SUMMARY: To assist in fulfilling the purpose/mission of HRM by preparing meals while at the same time maintaining the highest standards of sanitation. This person oversees the cleanliness of the kitchen facility and appliances. He/she also is responsible for the training and supervision of Mission clients in the Emergency Shelter, Gateway, and Gateway Academy Programs, Court-assigned Community Service workers, and Mission volunteers.

RESPONSIBILITIES:

1. Report to Food Services Manager.
2. Prepare daily meals in accordance with menu provided by Food Services Manager.
3. Assist in preparing meals for special meetings.
4. Assist with catering.
5. Prepare food baskets upon referral.
6. Maintain sanitation requirements for all Food Service equipment (chlorine levels, temperatures, etc.).
7. Maintain a checklist of daily, weekly and monthly cleaning tasks in the Food Service Department as prescribed by the Food Services Manager.
8. Supervise and train all Food Service Department workers in food management and proper food handling techniques.
9. Make request for help to Emergency Shelter/Gateway staff or Food Services Manager when needed.
10. Submit list of food and kitchen supplies needed to Food Services Manager for approval, ordering, and transporting.
11. Maintain inventory list for all food storage areas.
12. Manage all incoming and outgoing food supplies.
13. Schedule pick up of Food Service donations upon request of Donor.
14. Receive incoming donations of food and supplies, ensuring they are properly stored, dated and rotated.
15. Maintain an accurate inventory of all donated items for receipt purposes.
16. Complete and submit incident reports for non-compliant guests.
17. Report all accidents or injuries that take place in Food Service Department using the Accident Report Form.
18. Resolve conflicts or confrontations in a discipling and Biblical way.

19. Welcome, supervise and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
20. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
21. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.

QUALIFICATIONS:

Personal:

- Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our residents and point them to Jesus Christ as Savior and Lord.

Education & Experience:

- High school graduate or equivalent.
- Minimum one year of experience with quantity cooking, supervision of a commercial kitchen, and food ordering.
- Serve Safe Manager Certificate or equivalent.

Skills & Abilities:

- Ability to work with and supervise people.

Physical:

- Sitting or standing for long periods of time to perform job functions
- Ability to lift and move objects weighing up to 60 pounds
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with clients, co-workers and volunteers
- Be able to read, write, and interpret written documents

II Timothy 3:16-17 *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work. (ESV)*

Employee Signature: _____ Date: _____