** Job Posting**

***Position Title:*** Food Service Coordinator-Center for Women and Children

***Position Type:*** Part-Time/ Temporary

***Reports to:*** Food Service Manager

**Background**

Helping Up Mission, Inc. is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty, and addiction. Helping Up Mission, Inc. (HUM) provides hope through programs designed to meet their individual physical, psychological, social, and spiritual needs. Compassionate and substantial residential care is given to almost 500 men and 50 women in need, without consideration of race, economic or religious status at its campus in East Baltimore. HUM provides competitive pay and benefits.

**Job Summary**

The Part Time Temporary Food Services Assistant Coordinator assists the Food Services Manager in the daily execution of food services related requirements at the Helping Up Mission while adhering to the Core Values of the Mission.

**Primary Duties**

Program***:***

* Act as a role model to program clients and help them to adjust to the program & community
* Teach kitchen hygiene, food service, planning, preparation, storage & proper handling to the clients assigned to work therapy in this department
* Supporting clients on the daily work crew
* Working with clients to instill a solid work ethic & professionalism
* Complete documentation of individuals who fail to follow departmental procedures

Facilities & Operations:

* Report to work in proper attire
* Assist in kitchen and dining room oversight during late week and weekend hours (up to 29 hours a week)
* Assist and coordinate the preparation of meals
* Oversight of the dining room crews regarding setup and service of meals
* Maintain cleanliness and organization of all areas of the kitchen and dining room
* Oversee completion of daily, weekly, monthly and annual cleaning and preventive maintenance schedules
* Adhere to food service protocols, i.e. implementation of Hazard Analysis Critical Control Points principles in the storage, production, holding, service and reheating of all foods
* Working with other leaders to maintain a smooth flow through the facility
* Train clients on food safety, preparation, and work ethics
* Establish and maintain documentation records of food temperature, date of storage and handling
* Maintain all applicable or required food safety certifications
* Report daily, or as required, all pertinent information regarding food service operations to the Kitchen Manager, e.g. adjustments to menus, recipes or production amounts
* Assist Lead Food Service Coordinator in the performance of catered functions
* Other duties as assigned

**Job Qualifications**

* Exhibit the Core Values of Helping Up Mission, Inc.
* Strong verbal communications skills and demonstrated ability to write clearly
* Strong leadership ability
* Ability to work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds in a fair, supportive and cooperative manner
* SERV Safe Food Safety Certification

Position offers competitive pay. Interested candidates should email their resume and cover letter to [businessoffice@helpingup.org](mailto:businessoffice@helpingup.org) Attn: Laura Starsoneck.