



The Rescue Mission in Tacoma is: A Christian faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE. For more information about our organization please visit our web site at [www.trm.org](http://www.trm.org).

We are currently seeking a Part-Time Food Service Coordinator. Please send your application, cover letter, resume and questions to Katie. See employment page on our website for email and application.

### **Job purpose**

Prepares and serves a variety of nutritional meals; supervises and works volunteers along with the New Life Program participants in the Food Services Program.

### **Qualifications**

- High School Diploma, or GED equivalent
- Two years' experience in institutional cooking preferred
- Basic knowledge of institutional food service cookery, equipment, safety, sanitation and food preparation
- Operate equipment, tools and machinery with skill and dexterity
- Ability to understand and follow directions and procedures
- Work well in stressful situation and maintain calm demeanor under pressure
- Ability to prevent or resolve conflict through supervising, persuading, negotiating, and serving
- Basic computer skills; data entry
- Good written, verbal and electronic communication skills
- Good math and grammar skills
- Effective listening skills and problem solving techniques
- Ability to work with a diverse population with high barriers
- Ability to work as a member of a team inspiring trust and speaking truth
- Professional certifications: CPR/First Aid
- Job specific qualifications: Servsafe Certification; Food Handlers Card, valid WDL, good driving record, proof of insurance

### **Duties and responsibilities**

#### **Culture Work**

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

#### Team Work

- Work as a member of the Food Services team to:
  - help establish department strategies, policies and priorities
  - advise Food Services Director in matters pertaining to the Good Neighbor Cafe
  - help solve organizational challenges
  - proactively assist as necessary in the overall success of the Mission

#### Direct Work

- Treat customers with dignity and respect.
- Prepare, cook and serve a variety of foods.
- Track meal counts, intern time cards and community service hours.
- Perform orientation for interns and volunteers.
- Supervises the New Life Program men/women in a limited food preparation assignment.
- Receive and store food and supplies.
- Use good general housekeeping techniques.
- Clean and sanitize all food service equipment on a daily basis.
- Clean and sanitize freezers and refrigerators as needed.
- Clean work areas, floors, windows, walls, storage rooms and receiving areas weekly.
- Perform preventative maintenance on kitchen equipment.
- Oversee the work of the interns and volunteers creating a mutually beneficial experience.
- Perform other duties as requested by the Food Services Director.

#### **Working conditions**

Flexible when dealing with change, work well under pressure; able to respond calmly and effectively when under stress; interact with people who have high barriers, including but not limited to people with mental illness, who may be on drugs, may have weapons, and/or may be prone to violence; shift and weekend work, travel between locations.

#### **Physical requirements**

Travel between locations, good physical health and stamina, well-groomed personal appearance, operate equipment and tools with skill and dexterity, speak, listen, walk, mobile, pull, lift, and carry up to 50 lbs, compile data, on feet most of the time