

|  |  |
| --- | --- |
| JOB TITLE | Kitchen Facilitator |
| DEPARTMENT | Program |
| SITE | Omaha  |
| STATUS | Part-time, hourly  |
| REPORTS TO | Director of Operations |
| HOURS  | Monday-Friday 1:00-6:30pm (hours may vary – 25 – 28 hours/week) |

**PURPOSE OF THE POSITION**

The Kitchen Facilitator prepares and/or receives meals to be served daily to our members. The Kitchen Facilitator will clean and sanitize Kid’s Café and kitchen to meet all standards set forth by the Douglas County Health Department and according to CDC standards. The Kitchen Facilitator is responsible for developing relationships and/or partnerships with distributors. The Kitchen Facilitator will be trained in Common Sense Curriculum and is expected to follow this model when interacting with all members.

**QUALIFICATIONS**

* Strong verbal and written communication skills
* Comfortable working in a fast-paced environment
* Ability to lift, unload and move food and supplies

**PRIMARY RESPONSIBILITIES**

* Prepare and/or receive meals to be served daily to our members
* Follow receiving procedure to assure quality of food received
* Clean and maintain food service equipment and facilities
* Wash utensils and dishes and ensure they are stored properly
* Observe safety procedures and report potentially unsafe conditions
* Log daily meal counts and production reports
* Complete all paperwork and grant requirements for the Foodbank
* Maintain all proper cleaning procedures according to CDC standards to ensure a safe environment for staff and members
* Attend all scheduled meetings
* Other tasks as assigned

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com.

Applications available at www.hopecenterforkids.com/careers or at all Hope Center locations.