

**JOB TITLE:** Catering Assistant  
**REPORTS TO:** Catering Manager  
**DEPT:** Programs

**STATUS:** Regular/PT/NE-506  
**SCHEDULE:** Varying 22-27 Hrs/wk  
**UPDATED:** September 2015

*Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

**SUMMARY OF POSITION:**

Assist the Catering Manager with the preparation, set-up, service and tear-down of Mission Catering events.

**DUTIES & RESPONSIBILITIES:**

- Assist in the overall preparation of catering events.
- Assist in delivery, set-up and service of catering events
- Responsible for CA students and assigned NLP kitchen ministry workers assigned to catering events
- Help students achieve the goals of SRM Culinary Arts Program and support them in their interpersonal growth in a Christian environment.
- Insure proper use, cleaning and storage of equipment.
- Secure orders and donations; insure proper food handling and storage.
- Observe established health and safety standards and procedures, including those of USDA, OSHA and Servsafe
- Inspect all catering food deliveries upon arrival for freshness and quality.
- Attend internal and external meetings and trainings as requested or expected.
- Additional duties as requested.

**SKILLS & QUALIFICATIONS:**

- Christian with a ministry mindset, interested in ministering to the poor and homeless, demonstrating Christ's love
- Strong cooking skills
- Able and willing to lead and teach culinary skills and Christian character development
- Knowledge of critical food safety and handling practices
- Able to cook tasteful meals with attractive presentations
- Able and willing to both follow recipes as well as create recipes based on meal needs
- Good eye-hand motor skills: precise, careful, and safety conscious
- Interpersonal skills, able to clearly communicate verbally and promote teamwork and apply problem solving skills
- Able to work with diverse groups of people, treating all with dignity and respect
- Computer literate, knowledgeable in Word, Excel, and Email
- Knowledge of 12-steps/recovery/mental illness preferred
- Valid Colorado driver's license

## **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

Standing: <i>Frequently</i>	Lifting: <i>Frequently, up to 50 lbs</i>
Reaching: <i>Frequently</i>	Bending: <i>Frequently</i>
Climbing: <i>Occasionally</i>	Carrying: <i>Frequently</i>

Requires good manual dexterity and eye-hand coordination

## **EQUIPMENT/TOOLS USED:**

- Industrial slicer/mixers/food preparation equipment
- Ovens/steamers/stockpots
- Grill/fryer/hood suppression system
- Chef's knives
- Computer/copier
- Phone/fax
- POS System
- Catering equipment and vehicles
- Automatic dishwasher
- Ice machine

## **EDUCATION/EXPERIENCE**

- High School degree or equivalent required
- Minimum two years' experience cooking in a professional kitchen.
- ServSafe certified preferred. Will need certificate within 3 months of employment.
- Associates degree from an accredited institution or equivalent applicable work experience
- American Culinary Federation or National Restaurant Association affiliation a plus
- Previous experience working with homeless, addicted, mentally ill highly desirable