

Program Staff I Soup Kitchen

Reports To: Program Director

Responsibilities:

- Welcome Guests at the door and ensure that they are appropriate to receive our services. Ensure that Guests are signing in.
- Ensure compliance with the no smoking policy on Church property.
- Ensure that all entrances and egresses are safe and accessible at all times.
- Develop and maintain a helping relationship with our Guests.
- Assist Soup Kitchen Staff and Program Director as needed.
- Work with volunteer groups in their efforts to provide services to our Guests.
- Abide by all Agency boundary policies, confidentiality rules and ethical standards at all times.
- Assist in overall cleanliness of Kitchen as well as Pantry storage area and donations room.
- Make sure that premises are clean and secured after each shift, upstairs as well as basement areas.
- Cooperate and nurture relationships with Church Directors and Staff.
- Attend in-service and outside trainings as assigned by the Director.
- Various other responsibilities, as assigned by the Program Director from time to time and/or as needed to ensure the proper functioning of the Program.

Qualifications:

- High School Diploma or GED.
- Excellent interpersonal skills.
- Ability to work with diverse population.
- Ability to work as part of a team.
- Demonstrated reliable attendance and reporting for work.
- Ability to obtain a ServSafe certification (MHSA will provide training).
- CPR/AED and First Aid Certification required (MHSA will provide training).
- Valid Driver's License