



Boulder Shelter for the Homeless

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| Job title: Assistant Kitchen Manager |
| Reports to: Kitchen Manager |
| Status of position: Full Time, 30-35 hours per week |
| Primary Responsibilities: <ul style="list-style-type: none">• Supervise breakfast shift service for 160 individuals: assisted by a team of volunteers• Ensure that food is always stored in a safe manner (FIFO)• Assist with food prep - creativity encouraged for this position!• Follow a daily and weekly cleaning schedule• Cleaning and maintenance tasks assigned may include the following<ul style="list-style-type: none">-Sanitize all surfaces after each shift-Daily trash, compost, recycle- Stock refrigerators, freezers and pantries-General maintenance and cleaning of all kitchen equipment-Assist with putting away donations and food orders• Provide full coverage in the absence of the Kitchen Manager• Other duties as assigned |
| Qualifications, Skills & Abilities: <ul style="list-style-type: none">• Work independently with minimal direction and as part of a team• Ability to work with a diverse population consisting of volunteers, staff and clients• Great communication, taking direction and prioritizing tasks based on the needs of the kitchen program• Interpret and execute written instructions• Occasionally move items up to 50lbs,(team lift), and move/position 25lbs frequently• <i>Hours: 5:30 am-12:30 pm, times vary</i>• <i>Must be able to work one weekend day – Saturday or Sunday</i>• Represent the Boulder Shelter for the Homeless in alignment with the mission and core values: treat all with dignity, offer support and opportunity, achieve results through competence and creativity, and practice responsible stewardship• Must have valid drivers' license to fulfill job requirement of food transportation• Training provided for State Food Safety Certification within 6 months of hire <p>The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer</p> <p>Compensation: \$23.00 per hour Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave, and subsidized ECO Pass.</p> <p>To Apply: Submit cover letter and resume to Marybeth Bannon: marybeth@bouldershelter.org.</p> |