



Boulder Shelter for the Homeless

Job title: Assistant Kitchen Manager

Reports to: Kitchen Manager

Status of position: Full Time, 35 hours per week

Primary Responsibilities:

- Supervise evening 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
 - 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
- *Hours: 1:00 pm-8 pm, times vary*
- *Must be able to work one weekend day – **Saturday or Sunday***

Qualifications, Skills & Abilities:

- 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
- 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 for the ability to transport food from donation sites
- Training provided for State Food Safety Certification within 6 months of hire

The Boulder Shelter for the Homeless is an Equal Employment Opportunity Employer

Compensation: \$24.15 per hour

Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave, and subsidized EcoPass. **To Apply: send your resume to Mary**

Beth, marybeth@bouldershelter.org.

