



**House of Mercy is looking for a part time Food Service Assistant to join our team!**

### **Mission Statement**

The mission of House of Mercy is to live the spiritual and corporal works of mercy by serving the poor with unconditional love. House of Mercy is a homeless shelter that provides hope, healing, compassionate care, unconditional love, and a sense of community. We serve the poorest of the poor and the most vulnerable among us - the mentally ill, the alcohol and drug addicted, the lonely, the broken, the imprisoned, and the unwanted. We welcome everyone, without judgment. We offer safe, comfortable shelter, food and clothing, and basic needs support. Our spirituality and radical love define us.

### **Position Summary**

Every day of the week, House of Mercy serves three hot meals to shelter guests and members of the community in need. The food service assistant, in addition to being a key contributor to kitchen operations, is a lively individual who enjoys working with people and contributing to a positive atmosphere. Because our Kitchen is open 7 days a week, this incumbent must be willing to work weekends and holidays as needed.

The Food Service Assistant works under direction of the Food Service Manager to assist in all operations in the kitchen, food pantry, and food service-related activities. This position assists in planning and preparing meals; ordering food and supplies; maintaining inventories; directing and supervising volunteers; and ensuring operations comply with all health and sanitation requirements.

**Standard hours: Sunday through Thursday 1:00pm-6:00pm (25 hours per week)**

**Pay: \$16.00 - \$17.50 per hour**

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Ensure immediate needs of guests are met, especially related to food and nutrition
- Provide all services in a compassionate, nonjudgmental, and merciful spirit
- Implement/prepare meals as directed by Food Service Manager and directs volunteers in same
- Inspect quality of food preparation and service, food appearance, and cleanliness/sanitation of production and service areas and equipment
- Assist in training food service volunteers on safe food service practices
- Assist in maintaining and reporting on food and kitchen-related budget
- Provide a positive, supportive, and enjoyable environment for all staff and volunteers
- Maintain inventory of food and related supplies for hot meal program and food pantry
- Maintain positive, effective relationship with food purveyors and related vendors
- Attend required organization meetings and trainings
- Performs other work-related duties as assigned

### **Qualifications (Knowledge, Skills, and Abilities)**

- High school diploma or equivalent preferred
- Level 1 or Level 2 Food Service certification required within 3 months of hire
- Prior experience in related food service positions required
- Ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing up to 50 lbs.

- Experience and knowledge of homelessness, trauma, poverty, mental illness, and substance abuse required
- Proficient interpersonal relations and communicative skills; cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment
- Moderate reading, writing skills; ability to follow written and oral instructions and procedures
- Manual dexterity; auditory and visual skills

### **Physical Demands and Work Environment**

The House of Mercy operates 24/7/365 and welcomes all to its services, including those facing homelessness, substance abuse, severe mental illness, trauma, violence and severe poverty. Teamwork, patience, compassion, and tolerance are at the core of what we do. The environment can be stressful, demanding, and emotional for all involved.

**Interested and qualified candidates can submit resumes to [houseofmercy@hrworks-inc.com](mailto:houseofmercy@hrworks-inc.com)**

House of Mercy is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.