

**Position Description:** Food Service Assistant (Part-time, hourly)  
**Accountable to:** Food Service Coordinator

**Breakthrough Mission**

Breakthrough Urban Ministries demonstrates the compassion of Christ by partnering with those affected by poverty to build connections, develop skills and open doors of opportunity.

**Position Summary:**

The Food Service Assistant will assist the Food Service Coordinator in preparing meals, purchasing and storing food and ensuring a clean and sanitary kitchen.

**Key Responsibilities:**

- Handle receiving and storage/refrigeration of prepared meals provided to agency by GCFD and all ingredients used in meal prep.
  - Check in and inventory delivered meals and ingredients.
  - Ensure timely placement in cold storage until time for meal reheat or ingredient use.
  - Fill out daily refrigeration logs.
  - Ensure the kitchen is clean and sanitary daily.
  
- Oversee and maintain sanitation in agency kitchen.
  - Fill out daily refrigeration logs.
  - Ensure the kitchen is clean and sanitary.
  - Alert supervisor of maintenance issues with facility equipment, such as ovens, refrigerators & sinks
  - Keep adequate stock of cleaning supplies, paper towels, hand soap, gloves, sanitizer, etc. and alert supervisor when time to order.
  - Require all recipients of meals to wash hands prior to taking and eating their meals.
  
- Handle reheat/ cooking and holding/serving of food according to safe food handling procedures and serving in proper portion sizes
  - Ensure proper oven temperatures for reheat using oven thermometer
  - Reheat food within required time frame and to required temperatures for food safety.
  - Hold food safely according to food safety guidelines
  - Know correct portion sizes and serve food accordingly

**Position Qualifications:**

- Must have a Food Sanitation License
- Must demonstrate punctuality, strong interpersonal skills, professionalism, and problem solving ability
- Must possess an accurate and informed understanding of cultural and urban realities, especially as related to the homeless population
- Must be willing to grow in areas of personal development

**To Apply**

Please fax or email a cover letter and resume to:



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