



POSITION: Kitchen Coordinator

SUPERVISOR: Kitchen Manager

CLASSIFICATION: Full-time, Hourly, non-exempt

LTHC MISSION: Lafayette Transitional Housing Center, Inc. (DBA LTHC Homeless Services) is a non-profit organization which provides housing, offers supportive services and other opportunities that will support housing stability for people who are experiencing homelessness in our community. Our mission is to provide housing and services to individuals, families and Veterans in Greater Lafayette who are experiencing homelessness so they may secure income and permanent housing.

POSITION SUMMARY: The Kitchen Coordinator collaborates with the Kitchen Manager to meet LTHC guests' nutritional needs. They will assist in ensuring food is properly stored, prepared and served. They will create an atmosphere of good hospitality while interacting with those in a housing crisis and LTHC's volunteers.

ESSENTIAL FUNCTIONS

- Prepare and execute meal services (breakfast, lunch, dinner) for guests
- Participate in meal planning
 - Utilize food items donated to LTHC by donors, Food Finders or staff
 - Maintain grocery orders
 - Operate within budget
- Interact with donors and vendors during food deliveries
- Work alongside volunteers during food preparation and service
- Ensure kitchen is held to guidelines set by Health Department and Safety regulations, includes but not limited to:
 - Cleanliness
 - Food storage
 - Food preparation
 - Serving

ADDITIONAL RESPONSIBILITIES

- Collaborate with other agencies, volunteers and donors in a positive manner
- Attend meetings, as required
- Maintain confidentiality of all guests enrolled in LTHC services
- Contribute to a positive work environment
- Follow company policies and procedures
- All other tasks assigned by supervisor deemed necessary and is beneficial to the program and guests

QUALIFICATIONS AND REQUIREMENTS

- High school diploma; GED, or, minimum experience in a directly related field
- ServSafe Certification preferred or willing to obtain
- Ability to work independently and as a part of a team

- Must possess the temperament that will tolerate working with guests who have a variety of difficulties who are actively in a housing crisis
- Serve as a passionate and informed advocate for ending homelessness
- Passion for Human Services and servant leadership
- Must maintain philosophy of the TEAM Approach (Together Everyone Accomplishes the Mission)
- Strong written and verbal communication skills

PHYSICAL REQUIREMENTS

To perform the essential functions of this job, the employee is regularly required with or without reasonable accommodation to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copier, telephones and other office equipment. May require lifting up to 50 pounds. Requires normal range of hearing and vision.

ACKNOWLEDGEMENT

Acknowledgement of this position description does not constitute a contract of employment. This position can be modified at any time for any reason by the management of LTHC Homeless Services.

Employee Signature: _____

Date: _____

CEO _____

Date: _____