



Job title	Kitchen Staff, GMRC		
Reports to	GMRC Kitchen Manager	Position Status	Full-Time
Salary Range	\$13.00/hour to start	Location	Gail Miller Resource Center
EEO Class	Service Workers	FLSA Status	Non-Exempt
Shift	40 hours/week, weekends required		

Job Summary

The Road Home seeks employees that have a deep commitment to the mission of serving adults and families that are experiencing homelessness. At the direction of the GMRC Kitchen Manager, the Kitchen Staff will assist in the operation of kitchen duties at Salt Lake City's Gail Miller Resource Center; including assisting with food planning and preparation, ensuring proper food handling practices, and maintaining safe and sanitary conditions of the facilities and equipment.

Duties and Responsibilities

1. Assists in developing menu plans in collaboration with delivered meals.
2. Ensures meals are served at scheduled times each day.
3. Collaborates with Volunteer Coordinator to provide the clear direction of food services and general overall operation of the kitchen with the kitchen volunteers and teach safe food handling practices.
4. Assists all kitchen volunteers in duties related to the kitchen and to meet all cleanliness standards when performing food related tasks, teach safe food handling practices; ex: appropriate clothing and footwear, hairnets, gloves or aprons.
5. Maintains/organizes kitchen, food storage locations, and all equipment to ensure all is in proper working order and to meet all Health Department standards.
6. Assists Kitchen Manager in the oversight of food storage and food handling practices to maintain the kitchen and food service areas according to safe food handling regulations.
7. Develops positive relationships with centers volunteers, guests, and other agency staff.
8. Acts as a member of a cohesive team.
9. Other duties as assigned.

Education and Experience

High School Diploma or GED required

Experience working with diverse populations preferred

Skills and Requirements

1. Excellent customer service skills.
2. Ability to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma-Informed Care perspective.
3. Understanding of the Housing First philosophy. Willingness to have conversations with guests about housing.
4. Demonstrated awareness of and sensitivity to diverse populations. Ability to contribute to the Agency's commitment to enhancing awareness and appreciation of diverse ethnic and cultural heritages.
5. Good computer skills.
6. Willingness to accept supervision and direction.
7. Excellent team player.
8. Ability to prioritize tasks and be flexible in responding to changes.
9. Reliable and dependable, including attendance.
10. Must have a valid ServSafe certification.
11. Must possess a valid driver's license and be insurable on the agency auto policy.
12. Must pass pre-employment background check and drug screen.

Physical and Equipment Requirements

Ability to lift 50 pounds

Ability to stand and walk two or more hours at a time

Ability to operate kitchen equipment

Instructions to Apply

To apply, please send your resume to resumes@theroadhome.org and include the job title **GMRC Kitchen Staff** in the subject line.

The Road Home is an Equal Opportunity Employer