

Position Title: Kitchen Manager
Division: Mission
Reports To: Executive Director
Direct Reports: None
Wage Status: Hourly
Location: Mission
Status: Full Time

POSITION SUMMARY: The Kitchen Manager must be a clean individual and have good communication skills. The individual will be key to delivering the food services of the Mission and overseeing the management of all aspects of the kitchen.

ESSENTIAL JOB RESPONSIBILITIES:

1. Ability to maintain the Mission's customer service standards: C.A.R.E.
 - a. Committed: Share God's passion for the service through prayer, honor, integrity, accountability and stewardship
 - b. Attentive: Look out for the needs of others by being thoughtful, genuine, caring, courteous and honest.
 - c. Responsive: Provide effective results by owning each interaction, following through and making and keeping promises.
 - d. Excellent: Continuously strive to exceed expectations by seeking quality and acquiring and sharing knowledge.
2. Plan and implement monthly menus incorporating donated foods.
3. Cook meals as scheduled.
4. Train and supervise other cooks, guests and volunteers in the areas of food preparation, serving, storage and kitchen equipment usage.
5. Supervision of all incoming food donations, including inventorying in, storage, distribution and usage.
6. Insure compliance with established health and safety standards of County Health Department and other entities.
7. Obtain and keep ongoing food handler's card for self, and insure other workers have current cards.
8. Insure and maintain exact meal counts for each meal served, with monthly reporting to administration staff.
9. Prepare and submit food and custodial supply orders.
9. Oversee the ongoing cleaning of the kitchen, kitchen equipment, and food storage areas.
10. Maintain good relationships with commercial and private donors, as well as local churches involved in food program.
11. Pick up food (as needed) from donors.
12. Complete other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

1. Believe and accept the Union Gospel Mission's Doctrinal Statement.
2. Accept and agree to abide by Union Gospel Mission's Employee Handbook.
3. Working knowledge of PC computers.
4. Working knowledge of Microsoft Word and Excel Spreadsheets - 2003 or newer.
5. Valid driver's license.
6. May be required to take Red Cross training.
6. Maintain a highly professional appearance in both manner and attire.
7. Have organizational and communication skills.
8. Know or be willing to learn Spanish.
9. Ability to multi task.

EDUCATION:

1. High School diploma or Equivalent
2. Experience may substitute for education.
3. Ongoing education as needed to fulfill job responsibilities with excellence.

Union Gospel Mission of Grays Harbor

Doctrinal Statement/Statement of Faith

- We believe the Bible to be the inspired, infallible, ultimately authoritative Word of God.
- We believe there is one God, eternally existing as Father, Son and Holy Spirit.
- We believe that the Lord Jesus Christ is Deity that He was born of a virgin, that we are redeemed by His atoning death through His shed blood, that He bodily resurrected and ascended into heaven, and that He will come again in power and great glory.
- We believe that men are saved through a direct, personal encounter with the risen Lord, at which time they are regenerated by the Holy Spirit. This event we hold to be an experience, rather than a doctrinal supposition.
- We believe in the present ministry of the Holy Spirit, by whom Christ indwells, each believer enabling him to live a Godly life of obedience as he reaches for maturity.
- We believe the Holy Spirit unites all true believers in the Lord Jesus Christ and that together they form one body, the CHURCH.

**Union Gospel Mission of Grays Harbor
405 East Heron Street
P. O. Box 859
Aberdeen, Washington 98520
360-533-1064**

Application for Employment

Personal Information:

| | | | |
|---------------------|-------|----------------|-----------|
| Name – Last | First | Middle Initial | Date |
| Street Address | | | Telephone |
| City, State and ZIP | | | |

Have you ever applied for employment with us? Yes _____ No _____

If so, list month, year and position: _____

Are you available for full-time work? Yes: _____ No: _____

What hours can you work? _____

Are you available for a live-in position? Yes: _____ No: _____

Position Desired: _____

If hired, when would you be available for work? _____

If hired, would you work overtime if asked? Yes: _____ No: _____

Are you legally eligible for employment in the United States? Documentation will be required.

Yes: _____ No: _____

Have you been convicted of a felony?* Yes: _____ No: _____

*A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

*If yes, give details, including dates: _____

How did you learn of our organization? _____

Why are you interested in working for this organization? _____

Education:

| Name and location of School | Year Graduated | Degree |
|-----------------------------|----------------|--------|
|-----------------------------|----------------|--------|

Elementary: _____
Secondary School _____

College: _____

Vocational School: _____

List any special skills you might have: _____

Membership in Professional or Civic Organizations:

Employment History

| | |
|--------------------------------|------------------|
| Company Name | Telephone |
| Address | Employment Dates |
| Name of Supervisor | Pay Rate/Salary |
| Job Title: Description of Work | |
| | |
| Reason for Leaving: _____ | |
| | |

| | |
|--------------------------------|------------------|
| Company Name | Telephone |
| Address | Employment Dates |
| Name of Supervisor | Pay Rate/Salary |
| Job Title: Description of Work | |
| Reason for Leaving: | |

| | |
|--------------------------------|------------------|
| Company Name | Telephone |
| Address | Employment Dates |
| Name of Supervisor | Pay Rate/Salary |
| Job Title: Description of Work | |
| Reason for Leaving: | |

Personal References

List Three (3) Personal References (not family members):

| | | |
|------|---------|------------------|
| Name | Address | Telephone Number |
|------|---------|------------------|

| | | |
|------|---------|------------------|
| Name | Address | Telephone Number |
|------|---------|------------------|

| | | |
|------|---------|------------------|
| Name | Address | Telephone Number |
|------|---------|------------------|

I hereby state that all information supplied in the above document is true to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this document is an *application for employment* and in no way implies a contract with the Union Gospel Mission of Grays Harbor

| | |
|-----------|------|
| Signature | Date |
|-----------|------|