

Food Service Lead

Full Time

Reports to Facilities Director

Hourly

For over 25 years, HomeFront has worked hard helping Mercer County's neediest citizens by providing food, clothing and emergency shelter. The Family Preservation Center is a safe haven which provides shelter and supportive services for over 30 homeless families. The Food Service Lead demonstrates commitment to our families' needs and create a positive experience during meal service. The Food Service Lead is Safe Serve Food Certified to properly handle the serving of meals, cycling of food storage and cleanliness of the Community Room and Pantry/Storage located at the HomeFront Family Campus.

Essential Job Functions

- Delivers Trauma Informed Care
- Leads those who provide meals to Campus guests
- Enter daily meal counts
- Partners with meal providers to ensure adequate meal order, quality control, nutritional value and timely delivery
- Ensures compliance with Ewing Health Department Inspections
- Creates a Trauma Informed environment for Community Room
- Break down and cleanup of serving area and Community Room after each meal
- Serve meals as required
- Maintains inventory for all meal services including weekly perishable items rotation
- Organizes condiments and paper product to maintain order and appeal
- Ensure proper supply of healthy snack foods are readily available for guests and age groups
- Events and meeting set-up, break down and clean up
- Submits daily end-of-shift report to designated staff
- Assists Family Care Workers as needed during down time
- Picks up lunch from meal provider ensuring food handling requirements
- May be required to transport guests, assist with move-ins or medication pick-ups

Job Competencies

- Detail Oriented
- Leadership skills
- Strong Interpersonal and Communication Skills
- Compassion for Homeless Families
- Strong work ethics

Technical Skills

- Intermediate Microsoft Office Application skills

Requirements

- High School Diploma

- Valid Driver's license
- Safe Serve Food Certification
- Two years' experience in Food Service

Physical Demands

- Must be able to lift up to 25 lbs
- Must be able to walk, stand and sit for long periods of time
- Must be able to walk up and down several flights of steps
- Job operates in a residential facility which routinely uses standard office equipment
- Exposure to the outdoors and inclement weather is possible

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

HomeFront, Inc is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

Employee Name

Employee Signature

Date