



**Food Services Worker
(Permanent Part-Time)
Men's Shelter of Charlotte, Inc.
\$13 an hour
Flexible work-week**

Posting Closes: Open Until Filled

We are seeking a qualified and enthusiastic **Part-Time Food Services Worker**. Under the guidance of the Operations Manager, This position assists with the preparation of meals. At times, supervision of kitchen activities may be delegated to the cook. The Food Service Worker is responsible for the management of all aspects of the food service operation, including but not limited to, food preparation, serving meals, cleaning and maintenance of food service area/equipment as well as record keeping where required during their shift.

ESSENTIAL FUNCTIONS:

1. Follows established schedules in cooking, baking, sanitation and related activities.
2. Use standard food preparation utensils and equipment. .
3. Utilizes food, ingredients and other consumables as determined by menus and estimated number of diners.
4. Cleans and sanitizes all food preparation equipment and reports food preparation issues or equipment malfunctions to the Operation Manager
5. Demonstrates a consistent effort to improve food preparation and provide quality customer service.

OTHER RESPONSIBILITIES:

1. Participates in staff training and development activities as directed.
2. Performs other duties as directed by supervisor.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A high school diploma or GED and one or more years' experience in hospitality, food services, or human service field is required. Prior experience working with homeless populations and experience working in a homeless shelter are preferred.
2. Knowledge of kitchen equipment, safe food handling, and safe transit practices.

Shelter Locations
1210 North Tryon Street
3410 Statesville Avenue

Mailing Address
PO Box 36471
Charlotte, NC 28236

(704) 334-3187 phone
www.MensShelterofCharlotte.org



3. Skill required to: prepare, transport meals; safely operate agency vans; effectively interact with diverse populations.
4. Successful completion of Serv-Safe training curriculum.
5. Clean driving record and North Carolina driver's license.

SPECIAL REQUIREMENTS:

Serv-Safe certification strongly preferred.

WORKING ENVIRONMENT:

Requires working nontraditional hours and the ability to carry out duties with minimal direct supervision. Requires much physical movement, ability to carry food service containers, and ability to work with clients and volunteers.

Application Instructions: Interested applicants must submit the following items by the stated closing deadline.

- Cover letter highlighting relevant experience including why you want to work for a homeless agency
- Resume (include complete work history)
- Contact information (including phone, address, and email) for 3 to 5 professional references

**Submit completed application materials via email only to:
Toyia Vaughn, Human Resources Coordinator at
Resumes@MensShelterofCharlotte.org
Please No Calls!**

Men's Shelter of Charlotte is an Equal Opportunity Employer.
For more information about Men's Shelter of Charlotte, please visit
www.MensShelterofCharlotte.org