Samaritan Ministries Job Description

Soup Kitchen Assistant

Line of Authority:  Reports to Soup Kitchen Manager

Guiding Principle:  To uphold and strengthen the Christian purpose and mission of Samaritan Ministries in performing the duties of Soup Kitchen Assistant.

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<th>Primary Function of Position: Assist the Soup Kitchen Manager in the daily operation of the Soup Kitchen.</th>
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| 75% | Major Duty: Support the Soup Kitchen Manager to ensure nutritious meals are provided to Samaritan guests.  
- Provide input for menu planning for all meals served (breakfast, lunch, dinner) with donated resources.  
- Prepare meals based on menu and direction from Soup Kitchen Manager, adjusting as needed based on donations.  
- Nurture relationships with guests to help create a safe atmosphere.  
- Comply with all health and safety regulations.  
- Work with volunteers and volunteer leadership for daily plans and to create positive experiences for volunteers. |
| 15% | Major Duty: Ensure stewardship of resources.  
- Store and organize food and supplies as directed.  
- Receive, sort, store and utilize donated food.  
- Record daily service figures.  
- Follow the board-approved food policy.  
- Support the overall fund development plan by communicating effectively with volunteers about opportunities, needs and working on special projects. |
| 10% | Major Duty: Ensure cleanliness, safety and protocols are followed.  
- Assist with equipment maintenance as directed.  
- Follow daily cleaning schedule by directing volunteers and/or completing needed tasks in the absence of volunteers.  
- Record temperature logs for freezers and coolers.  
- Follow the Soup Kitchen operations manual for daily procedures. |

Status:  Hourly pay; Nonexempt

Qualifications:  Associate degree in culinary arts or three years experience in food services.  
ServSafe certification.  Valid NC driver’s license.  Lifting ability (50 lb. minimum).

Work Schedule:  Shifts may vary and include 5:00 am – 1:30 pm, 7:30 am – 4:00 pm or 11:30 am – 8:00 pm.  Monday through Saturday (max of 40 hours per week).  The Soup Kitchen is open 24/7/365 and holiday shifts are shared among all Soup Kitchen employees.
**Application Instructions:** To apply, please submit a resume and cover letter outlining your relevant experience and interest in the position to jan.kelly@samaritanforsyth.org. You may also apply through Indeed.

**History:** Established in 1981, Samaritan Ministries has a 43-year history of providing food, shelter, and hope through Christian love. We have three main programs:

- Our community Soup Kitchen serves over 100,000 meals annually to anyone in need and has served lunch over 15,700 days in a row.
- Samaritan Inn gives temporary, emergency shelter to adult males experiencing homelessness. The average stay in the shelter is currently 70 days.
- Project Cornerstone is an onsite residential recovery program for men experiencing homelessness and addiction. Eighty percent of guests who enter Cornerstone complete the program (13-18 months) and move to permanent housing.

Programs follow a low-barrier, housing-first, and trauma-informed approach. Our goal is to be a safe and encouraging place to help people stabilize, find housing, and move forward with their lives.

**Benefit Outline for Samaritan Ministries:**

**Vacation**
- 1-2 years - 2 weeks
- 3-6 years - 3 weeks
- 7+ years - 4 weeks

**Sick/personal days - 10 days per year**

**Holidays – 10 paid holidays.** Note that Soup Kitchen staff work together to ensure all services are provided for holidays and may have to take holidays on different days:
- New Year’s Day
- MLK Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day
- Floating Holiday (employee’s choice w/manager approval)

**Health and Dental Insurance**
- Blue Cross/Blue Shield
- Employees pay a small portion of the cost – no more than $20 per paycheck.
- Designed for low deductible and low out-of-pocket expenses. Some current highlights:
  - $15 primary care office visit
  - $30 specialist office visit
  - $500 deductible

**Short-term disability**

**Life insurance - $25,000 (35% age 65, 50% age 70)**

**Retirement - 403b plan managed currently by Principal Financial.**
- Employees can make contributions at any time.
- Employer contribution begins at 2 years of service. It is not a match. Samaritan has been contributing 6% of earnings for the last 7 years.

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