

LHM Social Services Foundation

Job Title: Dining Services Associate
Department/Location: Auxiliary Services

Reports to: Director of Dining Services
FLSA Status: Non-Exempt

Position Summary:

The Dining Services Associate is responsible for supporting dining services for the Horizons transitional housing program, including independently preparing, serving and cleaning up after assigned meal service. The Dining Services Associate will also support the Director of Dining Services with respect to meal planning, kitchen maintenance, food safety, and food acquisition. The dining services program includes a hot evening meal, cold breakfast, and grab-and-go lunch made available at breakfast seven days a week, year-round. At full capacity, meals will be needed for approximately 110 individuals, although there will be a phased opening beginning with approximately 20 people. It is anticipated that between the Director and two Dining Services Associates, with volunteers as available, all meals will have dining staff coverage.

Supervision Responsibilities: The Dining Services Associate does not have staff supervisory responsibilities but may supervise volunteers and/or Horizons program participants supporting the dining services program.

Essential Job Functions and Responsibilities:

- Demonstrate the LHM Foundation mission and core values in all professional interactions, establishing internal and external relationships of mutual trust and respect.
- With the Director of Dining Services, ensure kitchen and dining room facilities and equipment are in proper working order and available for use.
- With the Director of Dining Services, ensure kitchen and dining room spaces are maintained in a safe, clean and functional manner, consistent with all federal, state and local regulations, as well as industry best practices.
- Oversee the kitchen and dining room operations during assigned meals, including food preparation, ensuring that food is prepared safely, efficiently, and according to specifications of residents' dietary needs as well as all applicable health, safety, and hygiene codes and standards.
- With the Director of Dining Services, plan and prepare meals, working to maximize nutritional value within the confines of available resources.
- Maximize food resources and minimize waste.

- Conduct inspections of kitchen and dining room equipment during assigned meals to ensure compliance with health, safety, food handling, and hygiene standards.
- Safeguard confidential information regarding program participants, other residents, employees, and Foundation business.
- Other duties as assigned from time to time.

Required Skills and Qualifications:

- High school diploma or equivalent required.
- Servsafe Food Protection Manager Certification or comparable food safety certification required to be achieved within sixty (60) days of hire.
- At least 10 years' experience in the food service industry, including a demonstrated track record of the ability to manage a kitchen independently. Experience in congregate dining settings (e.g., nursing homes, shelters, cafeterias, etc.) preferred.
- Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness, preferred.
- Excellent oral communication skills.
- Strong ethical standards and a high level of integrity.
- Ability to develop and maintain effective working relationships at all levels of the organization.
- Demonstrated commitment to valuing diversity and contributing to an inclusive environment.
- Value open communication as essential for creating and maintaining a positive work environment.
- Positive attitude, self-confidence, common sense, and respect and concern for others.
- Ability to thrive in a busy, fast-paced environment, working independently and prioritizing projects.

Physical and Visual Demands; Physical Surroundings/Conditions:

The position requires substantial oral communication. Frequent sitting, standing, walking to perform the essential elements of the job. Must be able to bend, lift and stretch to access kitchen equipment and food. Frequent lifting and/or carrying objects up to 25 lbs. Work is subject to inside environmental conditions consistent with those found in a commercial kitchen (e.g., heat from stoves and grills, cold from walk-in refrigeration, etc.). Dining Services Associate must pass all criminal history and other background checks as required by LHM Foundation. LHM Foundation reserves the right to modify this position description as needed to meet the needs of the organization.

Statement of Understanding:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand that this job description can change at any time, and I will adhere to all required compliance laws and regulations in a professional manner.

Please Print Name

Employee Signature

Date

Manager Reviewing

Title