

Kitchen Supervisor/ JOBS Coach

General Job Description:

Kitchen Supervisor/Driver: This is a full-time position working under the supervision of the Kitchen Coordinator to assist in the food preparation, sanitation, storage, pick-ups and delivery of food.

Duties and Responsibilities:

- Assists in the preparation of meals that meet current dietary recommendations for calorie and nutrient standards.
- Assists in the presentation of the meal according to the times set by the agency and served in an attractive manner and at safe temperatures.
- Assists in assuring that all food and drink are clean and free from spoilage.
- Assists in making sure enough eating utensils are clean and on hand.
- Assists in maintaining standards of sanitation where all floors, walls, shelves, tables, utensils and equipment where food and drink is stored, prepared, or served shall be kept free of dirt and in good repair and free from insects, rodents, and other contamination.
- Supervises the clients in vocational training for Food Services.
- Maintain client confidentiality according to federal and state regulations, Crossroads Mission policies and procedures, and contractual obligations.
- May be required to be certified to provide the following services: Peer Support Specialist, assessor, ASAM, ASAM instructor, discharge planner, dedicated case manager, interpreter services, and instructor for parenting, first aid/CPR and ProAct
- Develops, plans and follows the plan for professional development and self-monitored skill building.
- Attends and completes all training, whether on-line, classroom, individual or other means of learning.
- Other duties as assigned.

Qualifications:

- High School diploma or GED.
- Be able to perform physical requirements of the job.
- Be able to handle general clerical and instructional related duties.
- The ability to work with individuals with diverse backgrounds.
- The ability to work as a team player.
- Pass pre-employment drug and alcohol screening.
- Ability to qualify as a Behavioral Health Paraprofessional according to Arizona
- Administrative Code R9-20-204.
- Must have a strongly held conviction to the Christian faith.
- Must be able to obtain a level one fingerprint clearance card from State of Arizona.

Crossroads Mission Policy and Procedures, 2010-2011
FOOD SERVICE: Job Description – Kitchen Supervisor/JBC

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualification associated with this position.

Employee Signature:

I understand the duties described in this job description and possess the required experience, education and credentials.

I agree to a rate of pay of \$_____ per hour.

Kitchen Supervisor

Date

Human Resources Coordinator

Date