



## Topeka Rescue Mission Ministry Position Description

**Position Title:** Children's Palace Food Services Aide/Prep Cook  
**Location:** 601 NW Harrison Street  
**Reports to:** Children's Palace Food Services Coordinator  
**Date:** Revised, November 9, 2018

### **SUMMARY OF RESPONSIBILITIES:**

This ministry position focuses on assisting the Food Services Coordinator and Kitchen Assistant for the Children's Palace which includes children aged zero to five years of age. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace.

### **MINIMUM QUALIFICATIONS:**

All candidates must be ministry-minded and have experience in the food service industry. A minimum of one year's experience in a childcare setting preferred. Candidates must have willingness and ability to follow instruction and plan meals according to both Kansas Department of Health Environment (KDHE) and Children's Palace. Each candidate shall be free from physical, mental or emotional handicaps as necessary to protect the health, safety and welfare of the children, and shall be qualified by temperament, emotional maturity, sound judgment and an understanding of children's nutritional needs. Must be physically capable of standing and remaining active eight hours per day.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Responsible for the following aspects of food services:
  - Meet a minimum of once per week with Food Services Coordinator
  - Report concerns, questions, needs to Food Services Coordinator
  - Serve as an assistant in Children's Palace kitchen operations, as delegated by Food Service Coordinator and Assistant Coordinator
  - Assist with preparation, storage, cleanup, & sanitary maintenance of kitchen
  - Assist with the purchase of food and food-related supplies as requested by Coordinator and Assistant Coordinator
  - Assist with the development of weekly meal schedules that meet both KDHE and Children's Palace standards
  - Assist in the delivery & service of meals and snacks for all classrooms
  - Deliver meals to classrooms at scheduled times while maintaining guidelines for food temperatures

- Collaborate with Children's Palace staff to ensure effective provision of service
- Maintain a safe and healthy kitchen environment. Ensure that kitchen equipment, furniture, materials and supplies are properly cleaned, maintained and stored

Responsible for carrying out the following aspects of ministry:

- Personally seek *first* the Kingdom of God and His righteousness. -*Matthew 6:33*
- Love the Lord your God with all your heart, soul and strength. -*Matthew 22:37*
- Love your neighbor as yourself. -*Matthew 22:39*
- Show love, compassion and mercy to all. -*John 13:34, 1 John 3:17, Matthew 5:7*
- Love unconditionally. -*1 Corinthians 13:7*
- Encourage others. -*1 Thessalonians 5:11*
- Intentionally share the Gospel of Jesus Christ. -*Matthew 28:19*
- Pray for those in need. -*James 5:16*
- Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faith, meekness, self-control. -*Galatians 5:22-23*
- Put others before yourself. -*Philippians 2:3*
- Laugh often, even in the face of difficulty. -*Proverbs 17:22*
- Attend designated staff and prayer meetings. -*Hebrews 10:25*

Other duties as assigned by Food Services Coordinator