



Topeka Rescue Mission Ministry Position Description

Position Title: Food Service Employee/Cook
Location: TRM Kitchen; Main Building
Reports to: Director of Food Services
Date: February 11, 2016

SUMMARY OF RESPONSIBILITIES:

This ministry position is responsible to assist in meal planning, preparation, and serving of 800-1,000 meals daily. The person in this position must be responsible to follow safe food handling procedures, greet donors and receive donations, and assist in directing the work of community and TRM guest volunteers. All persons in ministry positions at TRM are required to demonstrate a Godly attitude toward their supervisors, co-workers, donors, volunteers, guests of TRM, and community members.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist in meal planning, preparation, serving, and clean-up
- Be familiar with and responsible to follow safe food handling procedures
- Greet donors and receive donations with gratitude
- Must be willing to change tasks as the need of the moment requires
- Assist in directing the work of community volunteers, TRM guest volunteers, and TRM guests assigned to work details
- Maintain a willingness to have a servant's heart that considers others more important than self
- Possess and maintain a teachable spirit
- Be knowledgeable of TRM kitchen policies and procedures
- Other duties as assigned