

**Job Title: Caring Kitchen Assistant Program Director – full-time (40 hours/week)**

**Mission:** CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations.

**Job Summary:** The Caring Kitchen Assistant Program Director works under the direction of The Caring Kitchen Program Director to serve meals and offer client assistance through the use of volunteers and community partnerships.

**Essential Duties:**

- Responsible for successful prep and service of lunch meal (including menu planning; food sourcing; directing volunteers in meal prep, service, and clean up) Also supervise clothing closet operations. (65%)
- Responsible for recording program statistics and keeping updated program lists. (25%)
- Assist Caring Kitchen Program Director with volunteer orientation. (5%)
- Minimal client referral assistance as needed. (5%)

**Job Specifications****Education**

Bachelor's Degree in Hospitality Mgmt., Nonprofit Mgmt., Social Work or related field or

Minimum five years work experience in related field

**Experience**

Experience with kitchen operations and food preparation/serving a must

Experience with volunteer recruitment and management a plus

**Required knowledge/skills/abilities**

Must have ability to manage different groups simultaneously

Strong written and verbal communication skills, including conflict management skills

Basic office skills and excellent organization and planning/time management skills

Intermediate MS Word skills

Advanced MS Excel skills

Intermediate skill with Google Docs platform

Must have a valid driver license, clean driving record, and reliable transportation

Fluency in Spanish and/or Creole a plus

**Orientation Factors**

Must be able to lift and move 25 lbs.

Must be able to stand and move about for extended periods of time

Must be able to tolerate loud, fast-paced environment for extended periods of time

Must have ability to work with diverse groups of people

**Employment Benefits Summary:**

Employer provided health insurance

Employer provided life insurance

403(b) pension plan available

Section 125 (medical expense/child care expense) plan available

10 vacation days/10 sick days per year

**Position Salary Range: \$16 - \$18**

Mail **(1)** resume, **(2)** letter of intent, **(3)** three references (two employment), and **(4)** wage requirements to:

CROS Ministries  
ATTN: Meredith Caldwell  
3677 23<sup>rd</sup> Ave. S., #B-101  
Lake Worth, FL 33461

OR

E-mail your submission to [mcaldwell@crosmministries.org](mailto:mcaldwell@crosmministries.org)

Submissions should have all **four** components, as listed above, to be considered complete. Submissions should be postmarked by May 19, 2017, if mailed. E-mailed submissions should be received by May 19, 2017.

It is the policy of CROS Ministries to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age or other unlawful discriminatory characteristics as defined in federal, state, or local laws. All candidates are considered on the basis of individual character, qualifications, and abilities in relation to the requirements of the advertised position.