

Samaritan Ministries Job Description

Soup Kitchen Assistant

Line of Authority: **Reports to Soup Kitchen Manager**

Guiding Principle: **To uphold and strengthen the Christian purpose and mission of Samaritan Ministries in performing the duties of Soup Kitchen Assistant.**

Primary Function of Position: Assist the Soup Kitchen Manager in the daily operation of the Soup Kitchen.	
75%	<p>Major Duty: Support the Soup Kitchen Manager to ensure nutritious meals are provided to Samaritan guests.</p> <ul style="list-style-type: none"> • Provide input for menu planning for all meals served (breakfast, lunch, dinner) with donated resources. • Prepare meals based on menu and direction from Soup Kitchen Manager, adjusting as needed based on donations. • Nurture relationships with guests to help create a safe atmosphere. • Comply with all health and safety regulations. • Work with volunteers and volunteer leadership for daily plans and to create positive experiences for volunteers.
15%	<p>Major Duty: Ensure stewardship of resources.</p> <ul style="list-style-type: none"> • Store and organize food and supplies as directed. • Receive, sort, store and utilize donated food. • Record daily service figures. • Follow the board-approved food policy. • Support the overall fund development plan by communicating effectively with volunteers about opportunities, needs and working on special projects.
10%	<p>Major Duty: Ensure cleanliness, safety and protocols are followed.</p> <ul style="list-style-type: none"> • Assist with equipment maintenance as directed. • Follow daily cleaning schedule by directing volunteers and/or completing needed tasks in the absence of volunteers. • Record temperature logs for freezers and coolers. • Follow the Soup Kitchen operations manual for daily procedures.

Status: Hourly pay; Nonexempt

Qualifications: Associate degree in culinary arts or three years experience in food services. ServSafe certification. Valid NC driver's license. Lifting ability (50 lb. minimum).

Work Schedule: Shifts may vary and include 5:00 am – 1:30 pm, 7:30 am – 4:00 pm or 11:30 am – 8:00 pm. Monday through Saturday (max of 40 hours per week). The Soup Kitchen is open 24/7/365 and holiday shifts are shared among all Soup Kitchen employees.

Application Instructions: To apply, please submit a resume and cover letter outlining your relevant experience and interest in the position to jan.kelly@samaritanforsyth.org. You may also apply through Indeed.

History: Established in 1981, Samaritan Ministries has a 43-year history of providing food, shelter, and hope through Christian love. We have three main programs:

- Our community Soup Kitchen serves over 100,000 meals annually to anyone in need and has served lunch over 15,700 days in a row.
- Samaritan Inn gives temporary, emergency shelter to adult males experiencing homelessness. The average stay in the shelter is currently 70 days.
- Project Cornerstone is an onsite residential recovery program for men experiencing homelessness and addiction. Eighty percent of guests who enter Cornerstone complete the program (13-18 months) and move to permanent housing.

Programs follow a low-barrier, housing-first, and trauma-informed approach. Our goal is to be a safe and encouraging place to help people stabilize, find housing, and move forward with their lives.

Benefit Outline for Samaritan Ministries:

Vacation

- 1-2 years - 2 weeks
- 3-6 years - 3 weeks
- 7+ years - 4 weeks

Sick/personal days - 10 days per year

Holidays – 10 paid holidays. Note that Soup Kitchen staff work together to ensure all services are provided for holidays and may have to take holidays on different days:

New Year's Day	July 4th
MLK Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	Floating Holiday (employee's choice w/manager approval)

Health and Dental Insurance

- Blue Cross/Blue Shield
- Employees pay a small portion of the cost – no more than \$20 per paycheck.
- Designed for low deductible and low out-of-pocket expenses. Some current highlights:
 - \$15 primary care office visit
 - \$30 specialist office visit
 - \$500 deductible

Short-term disability

Life insurance - \$25,000 (35% age 65, 50% age 70)

Retirement - 403b plan managed currently by Principal Financial.

- Employees can make contributions at any time.
- Employer contribution begins at 2 years of service. It is not a match. Samaritan has been contributing 6% of earnings for the last 7 years.