



Topeka Rescue Mission
Ministry Position Description

“For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me.” (Matthew 25:35).

Position Title: Assistant Chef

Location: Main Shelter, 600 N Kansas

Reports to: Director of Food Services

SUMMARY OF RESPONSIBILITIES:

This ministry position is responsible for assisting to produce quality meals in accordance with department policy and vision. 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.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Supports other food service staff in supervising community volunteers, and TRM guest volunteers in the kitchen to ensure food and kitchen safety standards are met.
2. Prepares and serves high-quality food for guest meals, community dinners, mobile food trailer meals, and catering events.
3. Maintains kitchen cleanliness and organization and proper storage of leftover food.
4. Maintains records for meal counts, meal temperatures, menus, refrigeration temperatures, knife inventory, and other required documentation.
5. Other duties as assigned.

EDUCATION AND EXPERIENCE:

1. High School diploma or successful completion of GED.
2. Culinary training or food industry experience.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Active listening and verbal communication skills.
2. Traits of compassion, gratefulness, and humility.
3. Ability to work as a member of a team.
4. Ability to receive constructive criticism.
5. Curiosity and a desire to learn.

LICENSES AND CERTIFICATIONS:

1. Valid KS Driver's License.
2. Forklift Certification or willingness to get certified.
3. ServSafe certification preferred.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

1. Ability to lift up to 40lbs.
2. Ability to be mobile and to stand for extended periods of time.