

JOB POSTING

The Florida United Methodist Children's Home, a Nonprofit organization,
is currently seeking applicants for the following position

Food Services Assistant (Part-Time)

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

SUMMARY

The Food Services Assistant is responsible for preparing, serving, cleaning, and billing documents associated with the National School Lunch Program. This position is also a back-up in the commissary and the thrift store.

EDUCATION AND/OR EXPERIENCE

High School Diploma or GED equivalent or 2 years food service experience

QUALIFICATIONS

- Must have a valid Florida Driver License
- Must be physically fit. This job involves, stretching, walking and lifting boxes, bins and bags up to 40 pounds
- Must have good organizational skills
- Ability to relate to school age children and youth and house parents
- Ability to recognize child appropriate clothing and that is within the guidelines of FUMCH's dress code
- Retail experience is helpful, but not required
- Must have sensitivity to the service population's cultural and socioeconomic characteristics

PRIMARY DUTIES AND RESPONSIBILITIES

- Work with approved National School Lunch Program menus
- Prepare breakfast/ lunch menu meals for residents on campus each school day and during summer break
- Serve breakfast/lunch menu meals
- Clean and sanitize kitchen area and all utensils
- Follow safe food handling procedures
- Act as back-up personnel in the commissary for filling grocery orders as needed
- Act as back-up personnel in the thrift store
- Creates and maintains excellent customer relations and public relations.
- Responsible for the scheduling and picking up of non-cash gifts, for the preparation and processing of non-cash receipts, and for being familiar with all non-cash receipting procedures.
- Represents the Florida United Methodist Children's Home in a positive manner to donors, customers, and the general public; must be focused on providing exceptional service; and must ensure that employees and volunteers provide exceptional service.

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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