

BIG BEND HOMELESS COALITION

FOOD SERVICE SPECIALIST

POSITION SUMMARY: The Big Bend Homeless Coalition is a nonprofit organization dedicated to empowering people to end homelessness; HOPE Community is BBHC's residential program for those who are transitioning out of homelessness. The role of the Food Service Specialist is to attend to HOPE Community residents' immediate and basic nutrition needs. This position requires a caring individual with excellent interpersonal skills who is physically able to work in a fast-paced, multitasked environment.

QUALIFICATIONS:

- High school diploma or equivalent.
- First Aid and CPR certifications, including Heimlich maneuver training (within 30 days of hire).
- Food preparation and service experience.
- Commitment to the mission and values of the Big Bend Homeless Coalition.
- Commitment to fostering professional working relationships with colleagues, clients and volunteers.

DUTIES & RESPONSIBILITIES:

- Participate in the preparation, serving and clean up of meals.
- Interact with residents in a respectful and caring manner.
- Understand and implement HOPE handbook policies and procedures.
- Maintain timely and professional communication with other team members by completing paperwork in accordance with program guidelines. This includes but is not limited to communication logs, incident reports and work orders.
- Participate in required meetings and trainings.
- Work cooperatively with team members, residents and volunteers to maintain the safety, security and appearance of the facility.
- Support and assist volunteers as needed.

RESPONSIBLE TO: Hospitality Director

SKILLS REQUIRED:

- Excellent interpersonal and customer service skills.
- Effective written and verbal communication skills.
- Computer literacy (Microsoft Word, Office, Excel and Internet).

The Food Service Specialist position is part-time (16–24 hours per week) and pays \$9.25 to \$10.25, depending on qualifications.

To apply, please send resume and cover letter via mail or email to:

Mail: Search Committee
Big Bend Homeless Coalition
2729 W. Pensacola St.
Tallahassee, FL 32304

Email:
bbhcsearchcommittee@gmail.com

On the envelope or in the subject line of your email indicate the title of the position for which you are applying.