



CROS Ministries - 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

TO APPLY FOR THIS POSITION:

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

CROS Ministries

ATTN: Meredith Caldwell

3677 23rd Ave. S., #B-101

Lake Worth, FL 33461

OR

E-mail your submission to 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.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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