

## Food and Events Assistant

**Reports to:** Administrative Support Coordinator

The Program Support Assistant supports the therapeutic services programs, providing a solid efficient operational foundation for the work of the agency's direct service staff. This person is responsible for providing routine food service activities for food and events as well as administrative support duties as part of the Administrative Assistant team.

### Responsibilities:

#### Food and Events Assistant Duties:

- Assist coordinator in
  - Prepping and serving meals
  - Food purchasing
  - Maintaining stock levels of pantry and supply rooms
  - Maintaining a clean and working kitchen
  - Set up of rooms
  - Keeping linens for agency functions
- Exhibit MI's core values: respectfulness, stewardship, innovation, collaboration and hope.
- Attend scheduled team meetings as needed.
- Perform other duties as assigned by Supervisor.

#### Qualifications/Requirements:

- High School Diploma or equivalent, some college work preferred
- Bilingual preferably
- Detailed Oriented
- Must obtain Food Service Manager Certificate and ServSafe Certificate.
- Willing to work flexible hours to accommodate evenings
- Must maintain a valid TX Driver's License at all times
- Excellent interpersonal skills and communication skills.
- Knowledgeable and creative regarding food preparation.

#### Knowledge, Skills and Abilities Required

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to follow routine verbal and written instructions.
- Ability to read and write.
- Ability to understand and follow safety procedures.
- Ability to safely use cleaning equipment and supplies.
- Ability to lead and train staff and/or students.
- Ability to lift and manipulate heavy objects.
- Knowledge of food service lines set-up and temperature requirements.
- Skill in cooking and preparing a variety of foods.
- Knowledge of food preparation and presentation methods, techniques, and quality standards.

## Working Conditions and Physical Effort

- Considerable physical activity. May require handling of objects that can weigh up to 50 lbs.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

### Interested:

- Applications are currently being accepted. The position will remain open until filled. Please send resume to: Bridgette Contreras, [bcontreras@momentousinstitute.org](mailto:bcontreras@momentousinstitute.org).
- Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

## Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**