



Open Door

Sous Chef Job Description

JOB TITLE: Sous Chef

DEPARTMENT: Foodservice

REPORTS TO: Operations Director

STATUS: PT

SUMMARY OF POSITION: The Sous Chef will be responsible for food prep and inventory.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Prep food and meals as directed by the Foodservice Manager, in accordance with established menu.
- Keep track of all food inventory
- Inform, instruct and monitor volunteers assigned to the kitchen.
- Assist the Foodservice Manager with special events.
- Oversee the preparation, serving and cleanup of meals
- Maintain a positive attitude with staff, guests and volunteers.
- Able and willing to de-escalate people or situations, both verbally and physically.
- Minister to guests in cooperation with program staff.
- Oversee Emergency Food Pantry, delegating day-to-day activity to regular volunteers.
- Accept donations from walk-ins.
- Some stairs and lifting is required.

ESSENTIAL SKILLS:

1. Committed Christian with a commitment to and a passion for impacting change in the lives of the homeless, addicted, and disenfranchised. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
2. Good communication skills (written and oral).
3. Skilled planner with strong organizational skills and ability to multi-task
4. Willing to assist with projects in a group or independently
5. Computer literate: proficient with Microsoft Office programs, especially Word and Excel, and internet
6. Ability to diffuse and de-escalate situations
7. Demonstrates a courteous and Christ-like manner with internal and external partners.
8. Presents a history of stable and responsible employment.
9. Possesses the ability to work effectively with others in a positive, cooperative manner.
10. Willingly signs a confidentiality agreement.
11. Must be in agreement with the goals and objectives of The Open Door Mission.
12. Valid NYS Driver's License

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally: 1-33%

Frequently: 34-65%

Continuously: 66%+

- Lifting up to 75lbs – *Occasionally*
- Climbing stairs - *Frequently*
- Walking, bending, sitting at computer, standing, reaching on a rotational basis - *Frequently*
- Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness – *Continuously*.
- Environment may be odorous due to lack of personal hygiene and intoxication of guests – *Frequently*.

- Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities on a regular and ongoing basis –*Frequently*
- Hear, speak and see clearly - *Continuously*

EDUCATION/EXPERIENCE:

- High School graduate
- Experience working with diverse populations
- Previous experience working in facilities, operations, hospitality or food services
- ServSafe certified a plus

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature

Printed Name

Date