



## Children and Family Urban Movement Supper Club Manager

### **Primary Purpose and Function:**

Represent CFUM positively, professionally, courteously and effectively while supervising the food service activities and guests of the Supper Club. Ensure that the volunteer serving group is prepared and able to successfully serve the guests the evening meal. Prepare a hospitable and safe environment where guests feel welcomed, respected and safe.

### **Essential Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepare the dining room for the meal prior to the arrival of the serving groups, i.e. back sink prep, condiment prep, dining room prep, supplies prep, restroom and activity areas prep.
- Welcome, orient and organize the work of the volunteer serving groups as needed.
- Assist volunteers in preparing and serving supper. Follow procedures for distributing the food and drink, including leftovers.
- Greet dinner guests and assist with coordination of supper club activities throughout the evening.
- After the meal, with volunteer and staff assistance, clean kitchen areas, dining room area and all other areas utilized by Supper Club guests.
- Document number of volunteers and their hours, meal costs and number of Supper Club guests.
- Determine meal supply needs and inform leadership.

### **Additional Responsibilities:**

- Handle inappropriate behavior by guests as the need arises.
- Make referrals to other agencies for guest assistance.
- Perform other duties as assigned.

### **Supervisory Responsibility:**

This position has no supervisory responsibility.

### **Position Type and Expected Hours of Work:**

This is a part-time position, Monday through Friday, 3:00 – 6:00 p.m.

**Travel:**

This position does not require travel.

**Work Environment:**

This job operates in a kitchen/eating area. This role regularly uses cleaning supplies, hot water, industrial dishwasher, and various cleaning tools.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to see, talk and hear. This position is generally performed in a kitchen and dining room environment and requires standing, walking, bending, kneeling, stopping, and crouching. The employee may be required to lift and/or move items up to 10 pounds and occasionally lift and/or move items up to 25 pounds.

**Education and Experience:**

Required:

- High school diploma or equivalent
- Knowledge of use and maintenance of kitchen equipment
- Understand and apply of best Practices for food preparation and storage
- Interpersonal, written and oral communication skills
- Good organizational skills
- Ability to observe large group settings and respond appropriately where needed
- Conflict resolution

Preferred:

- Prior experience working in a commercial kitchen and/or restaurant environment
- Prior experience coordinating tasks with adult volunteers
- Prior experience working with children

**Additional Eligibility Qualifications:**

None

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Executive Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_