

Kitchen Ministry Associate Shobi's Table

Job Description:

The Kitchen Ministry Associate will help with cooking, serving and cleaning tasks for regular lunch service and catering events with and without the food truck. This person also helps to create an organized and welcoming kitchen experience for all volunteers. This person will be back-up for the Kitchen Manager on an as-need basis, and help with fundraising and administrative tasks for special events.

Requirements and Qualities:

- Must be skilled, comfortable, and efficient in cooking and baking from-scratch.
- Must have a hospitable and welcoming manner.
- Must be able to carry 25-50#, and stand for long periods of time.
- Must practice clean and safe cooking practices.
- Must have access to a personal vehicle.

Hours and Duties:

- 16-20 hours per week average (weekly schedule to be determined, caterings at least 2 weeks in advance).
- Assist in prep, transporting, serving and clean-up for lunch service one day per week.
- 1-3 catering events per month (most occur Jun-Oct: Sat/Sun, some weeknights)
- May need to drive the food truck
- Fundraising and administrative tasks for special events.

Wage:

- \$15/hour, PTO accrual.
- Health benefits available (health insurance, dental, vision)
- The KMA is responsible for keeping track of and turning in their own hours.
- Paychecks come twice a month.
- (A W-4 and I-9 are required. Bring a voided check for direct deposit.)

Reports to:

- Kitchen Manager and Director

Locations:

- Kitchen at Christ on Capitol Hill, 105 University Ave West, St Paul, MN 55103
- Serving Sites along University Ave in St Paul (Capitol, Frogtown, Midway, etc).
- Caterings - varied around the Twin Cities Metro

**Shobi's Table is an equal opportunity employer that does not discriminate on the basis of sex; race; color; disability; gender identity or expression; nationality; ethnicity; sexual orientation; marital, or parental status; or criminal history unrelated to this position.*

To Apply:

Send in your 1) Cover letter, 2) Resume, and 3) 3 references (name, email and phone number) from 2 supervisors/co-workers and 1 personal reference. Email to director@shobistable.org OR send a paper copy to 105 University Ave W, St Paul, MN 55103