

# Midland's Open Door

## Job Description

*The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.*

<b>Position Title</b>	<b>Food Service Assistant</b>
<b>Supervisor</b>	<b>Food Service Coordinator</b>
<b>Effective Date</b>	<b>9/2025</b>
<b>Status</b>	<b>Part-Time Employee</b>

### Summary

The Food Service Assistant supports the Food Service Coordinator in carrying out the mission of Midland's Open Door by helping oversee all food service operations. This includes preparing and serving meals for shelter guests, coordinating food-related events, and supporting participants in the ministry's work program.

### Essential Functions

1. Assist with receiving, organizing, and storing food donations.
2. Maintain kitchen and storage organization in compliance with food safety standards.
3. Assist with training and instructing food service volunteers.
4. Assist with maintaining written policies and procedures for food service operations.
5. Help collect, record, and report food service data accurately and on time.
6. Maintain cleanliness and order in all food service areas.
7. Partner with the Food Service Coordinator to implement the strategic plan and develop ministry policies and procedures related to food service.
8. Uphold shelter guidelines and ministry values, resolving guest disputes when needed.
9. Build positive relationships with shelter and soup kitchen guests.
10. Protect the confidentiality of all guests.
11. Maintain a working knowledge of MOD's philosophy, policies, and programs to support organizational goals.
12. Represent and protect the reputation of the ministry.
13. Attend required meetings and events as directed.
14. Travel to additional facilities or special events as needed.
15. Work flexible hours, including evenings, weekends, and rotating Sunday shifts.
16. Perform additional duties as assigned.

## **Qualifications**

- A clear testimony of personal faith in Jesus Christ as Savior and evidence of His work in daily life (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).
- Commitment to unity within the body of Christ.
- Christian maturity and active membership in a local Christ-centered church.
- Desire to serve the homeless, hungry and hurting by meeting physical, spiritual, emotional and relational needs, pointing them to Jesus Christ and teaching and modeling biblical stewardship and godly, interdependent living.

## **Education and experience**

- Training in the food service industry with strong organizational and food preparation knowledge.
- ServSafe certification preferred but not required.
- Experience working with volunteers is a plus.

## **Skills and abilities**

- Ability to work well in a fast-paced, team-oriented environment.
- Strong organizational, problem-solving, and conflict-resolution skills.
- Effective verbal and written communication.
- Knowledge of issues related to homelessness, substance abuse, and poverty.
- Ability to relate well to people from diverse backgrounds.
- Integrity and strong interpersonal skills.
- Competence with basic office software (Word, Excel, email, calendar tools).

## **Physical**

- Ability to sit or stand for long periods.
- Ability to handle, operate, and control food service equipment.
- Ability to read and interpret written instructions.
- Ability to lift and carry up to 40 lbs

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Employee Signature

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Date