



P.O. Box 2257
Lowell, MA 01851
978-206-1189

stpaulssoupkitchen.org

Soup Kitchen Assistant

Work Schedule: Monday through Friday 2:30 - 6:00 PM

Duties and Responsibilities:

- Service set-up (tables, chairs, serving area). Place trays, plates, takeout containers, cutlery, cups etc. where needed.
- Monitor inventory and report low quantity items to Supervisor.
- Greet guests, clients, volunteers, suppliers, and Board of Directors in a pleasant, efficient, courteous, and professional manner.
 - At serving time, open the door and monitor client entry
 - Point out **Patron Guidelines** and request that all patrons read and adhere to them
- Assist volunteers with food and supplies as needed.
- Set-up pantry food
 - Bring out to service area
 - Restock any leftovers
- Dispose of trash in the dumpster daily.
- Supervise and assist volunteers with clean-up and sanitization of the kitchen at the end of service.
- Clean and sanitize tables.
- Additional tasks as required.

Additional Procedures for Staff and Volunteers:

1. Wear required PPE while in the building or on the property of Eliot church.
2. Wear closed-toed, rubber soled, and low heeled shoes.
3. Do not lift over 25 pounds without help. Lift correctly by bending your knees, getting a firm grip and lifting with your legs.
4. Hair must be tied back.
5. Follow proper handwashing procedures and wear food service gloves provided when handling food.
6. Adhere to all requirements set forth by the Department of Human Services, Board of Health, ServSafe, Federal or State government.