

# Lawrence Interdenominational Nutrition Kitchen, Inc.

## Employee Position Description

**POSITION TITLE:** LINK Weekday Coordinator Position

**REPORTS TO:** President, LINK Board of Directors

### **POSITION SUMMARY:**

Provide the Lawrence Interdenominational Nutrition Kitchen, Inc. with management and administrative services necessary to accomplish the fulfillment of LINK's mission, i.e., feeding the hungry citizens of Lawrence, Kansas. This is a part-time position requiring a high degree of flexibility for hours and days worked. Hours worked include approximately four (4) hours each Tuesday and Thursday from 11:00 A.M. to 3:00 P.M. Additional serving hours are required when LINK serves all federal holidays that Salvation Army is closed (about 11 days per year), unless the LINK Weekend Coordinator is able to work the holiday. Additional off-site hours will be required to accomplish necessary administrative & planning duties.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as on-site Coordinator for the volunteer groups serving food every Tuesday and Thursday each week, plus federal holidays when the Salvation Army kitchen is closed, executing LINK's policies and procedures and maintaining orderly behavior by the guests.
- Supervise any custodial employees hired by the LINK Board.
- Prepare and serve the meal on days when no serving group is assigned to volunteer.
- Communicate with Salvation Army personnel to assure a meal is available everyday and duplications are avoided.
- Purchase food when necessary to assure LINK pantry/freezers are well stocked. Promptly submit receipts/invoices for purchases to LINK Treasurer.
- Maintain an inventory of supplies and equipment.
- Wash dirty kitchen linen as needed to assure adequate supply each serving day.
- Keep clean and organized the kitchen, dining areas, and pantry. Keep the areas outside of LINK clean and free of litter.
- Maintain an accurate count of guests, meals, and volunteers to provide to LINK's Board at the monthly board meeting.
- Check LINK's mailbox in the FCC's office at least weekly.
- Coordinate with LINK Board to update/revise LINK operating procedures as needed.
- Coordinate equipment/facility maintenance & repair with vendor and FCC personnel, as instructed by LINK President.
- Coordinate facility enhancement, cleaning, painting, etc., with volunteers, vendors and FCC personnel, as instructed by LINK President.
- Monitor equipment and supplies and present proposed repairs, replacement, and/or additions to the LINK Board.
- Attend monthly LINK Board meetings and present verbal report of previous month's activities.
- Work with Board President to plan semi-annual workdays to deep clean the kitchen, pantry & serving areas.
- Work with Board Liaison Officer to communicate with serving groups, including scheduling & recruitment, as needed to assure volunteer serving groups are scheduled for each serving day.
- Responsible for communicating any changes in guest levels and serving expectations to serving groups.
- Coordinate the possible use of those individuals required to do community service work by the local courts.
- Represent & promote LINK as opportunities occur.
- Perform other duties as directed or required.