



Position Information

Position Title: Food Service Associate

Reports To: Director of Outreach and Chaplain

Location: Shepherd's Heart Fellowship

Effective Date: October 1st 2026

Employment Category: Part-Time (15-20 hours per week)

Position Summary

Prepare and cook lunch for an average of 50 clients of the Shepherd's Heart Fellowship Drop-In Center Monday, Tuesday, Wednesday, and Thursday.

Key Responsibilities & Essential Duties

- **Primary Responsibility:** Meal preparation, cook, serve, and clean up lunch 4 days per week in the Shepherd's Heart Drop-In Center.
- **Secondary Responsibility:** Help with menu prep and ordering food products and supplies.
- **Outcomes & Deliverables:** "Success" in this role comes in the form of being a supportive team member who is not afraid to help out in other areas as time allows, but most importantly being the face of Shepherd's Heart as our Drop-In Center clients come through the serving line to be fed.
- **Administration:** Maintain a record of recipes, receipts, and on hand inventory to ensure proper stewardship of resources.

Qualifications & Skills

- **Education:** Minimum high school diploma or equivalent. Kitchen management training is a plus.
- **Experience:** Restaurant or food service experience is preferred.
- **Core Competencies:** Strong written and verbal communication, ability to work with minimal supervision, excellent time management(especially making sure food is prepared in a timely manner), and ability to stand for extended periods of time.
- **Values Alignment:** A committed follower of Jesus Christ and agreement with our [Statement of Faith](#).

Compensation

\$15 - \$20 per hour depending on experience

Signatures

By signing below, the employee and supervisor acknowledge agreement with the duties and expectations outlined in this job description.

Supervisor Signature: _____ **Date:** Date

Employee Signature: _____ **Date:** Date