

## **CATHOLIC MULTICULTURAL CENTER POSITION ANNOUNCEMENT**

### **Weekend Meal Program Assistant**

Hours: Saturday and Sundays 9:30am – 12:30pm

Wage: \$17 - \$18/hour based on experience

### **Responsibilities:**

1. Staff the CMC free meal program on Saturdays and Sundays, which is served from 11am – 12 noon.
2. Assist volunteers with needed tasks, and train new volunteers on meal prep and service procedures.
3. Oversee the serving of the meal and assist volunteers as needed.
4. As needed, prepare food and serve meal when volunteers are unavailable.
5. Assure that safe food handling procedures are being followed.
6. Provide supervision of meal guests and address questions and concerns that may arise.
7. Secure building after guests and volunteers depart.
8. Complete necessary paperwork, primarily the daily meal count.
9. Perform other necessary tasks as assigned by supervisor.

### **Qualifications:**

High school graduation or equivalent necessary. Some post-secondary education preferred.

Strong interpersonal skills and ability to work independently required. Ability to work with volunteers and clients from various backgrounds and age groups. Strong organizational skills. Computer knowledge helpful.

Experience in food service or program management preferential, but not required.

### **To Apply:**

Please send resume to [employment@cmcmadison.org](mailto:employment@cmcmadison.org). A background check is required and will be completed before hiring.