



COPPER SHORES

COMMUNITY HEALTH FOUNDATION

Dishwasher/Kitchen Assistant

POSITION SUMMARY

Copper Shores Meals on Wheels is seeking a part-time Dishwasher/Kitchen Assistant working in their Hancock location. The incumbent performs a broad variety of tasks as directed by the Kitchen Manager. This role ensures the kitchen remains clean, safe and organized while assisting with light food preparation and meal packaging.

GENERAL RESPONSIBILITIES

- Ability to listen and communicate effectively.
- Wash and sanitize all dishes, utensils, pots, pans, etc.
- Maintain a clean and organized dish room and kitchen area.
- Remove trash and recycling throughout shift.
- Follow all food safety, sanitation, and health department regulations.
- Ability to work independently, prioritize work, exercise sound judgment, and make decisions in a timely manner.
- Assistant with basic food preparation when needed.
- Support meal packaging.
- Restock kitchen supplies as needed.
- Sweep, mop and maintain kitchen floors and work areas.
- Assist kitchen staff with additional tasks to ensure meals are prepared on time.
- Collect donations and submit all paperwork and donations to the main office.
- Attend trainings and/or meetings as required.
- Other duties as assigned.

QUALIFICATIONS

- Be dependable and work in a team environment.
- Must be able to follow directions and complete repetitive asks with minimum supervision.
- Available Monday through Friday, 10:00 am – 2:00 pm.
- Background check clearance.
- Reliable, punctual and team-oriented.
- Strong attention to cleanliness and food safety
- Ability to stand for extended periods.
- Ability to lift 30-40 pounds. Physical ability to climb stairs.

TYPICAL WORK SCHEDULE

Monday through Friday, 10:00 a.m. to 2:00 p.m.

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Part-Time, non-exempt position. \$15.00 per hour. Paid-Time Off.

AT WILL DISCLAIMER

It is the policy of Copper Shores that all employees who do not have a written contract with Copper Shores for a specific term of employment are employed at the will of Copper Shores for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

APPLICATION PROCESS

Mail or e-mail cover letter and resume to:

Natasha Berg
Human Resource Director/Compliance
Copper Shores Community Health Foundation
400 Quincy Street
Hancock, Mi 49930
nberg@coppershores.org

Application review will begin immediately and the position will remain posted until filled.

ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES

MISSION

- To positively influence a healthful community through enhanced philanthropy and collaboration

VISION

- To influence a shared vision (of a healthful community)
- To foster collaborations and partnerships
- and to build community capacity to shape outcomes

OUR VALUES

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

SUCCESS FACTORS

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.
- Community – We recognize and acknowledge the vitally important role our community partners, donors, and various stakeholders play in making this a more vibrant and healthful community and our success is found in their success and support.

EQUAL OPPORTUNITY EMPLOYER DISCLOSURE

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.

