



COPPER SHORES
COMMUNITY HEALTH
FOUNDATION

Food Service Specialist

POSITION SUMMARY

Copper Shores Meals on Wheels is seeking a Full-Time Food Service Specialist. This position is responsible for helping in different areas of Meals on Wheels. The position will include kitchen assistant duties, delivery driver duties and helping with other needs within the organization. Applicants should be passionate about working with people, flexible, and able to work in a fast-paced team environment while prioritizing serving elders in the Copper Country

GENERAL RESPONSIBILITIES

- Ability to listen and communicate effectively.
- Ability to represent Copper Shores Meals on Wheels in a professional, tactful, and friendly manner.
- Ability to work independently, prioritize work, exercise sound judgment, and make decisions in a timely manner.
- Ability to report and share information with team members and supervisor.
- Ability to respond calmly and appropriately to all on-the-job situations, including emergencies and difficult situations.
- Ability to demonstrate respect and sensitivity to the needs of individuals. Willing and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds.
- Ensure that all food items and products are stored, prepared and served based on Copper Shores Meals on Wheels identified preparation and portion standards.
- Ability to work with a schedule and complete tasks in allotted time.
- Responsible for assisting in the preparation of meals under the direction of the Kitchen Manager and cooks.
- Responsible for packing bags for home delivered meals.
- Follow all federal and local health department food and kitchen licensing requirements.
- Stock, put away and rotate food as necessary.

- Follows the safe operation of kitchen equipment and utensils and the proper handling of heavy items and hazardous materials.
- Keep work spaces clean and organized.
- Assist with all kitchen related duties, including washing dishes.
- Abide by all transportation laws and maintain a clean and safe driving record.
- Deliver a route of hot meals, as needed, following established time schedules.
- Deliver frozen meals for the holidays and weekends.
- Review orders before and after delivery to ensure that all orders are complete per individual specifications.
- Maintain a log of mileage and daily meal totals, submitting required paperwork.
- Provide contact and wellness check of each senior on the established route.
- Attend trainings and/or meetings as required.
- Other duties as assigned.

QUALIFICATIONS

- Be dependable and work in a team environment.
- High School Diploma.
- Safe Kitchen skills and practices.
- Ability to prioritize and organize tasks and manage time effectively.
- Excellent attention to detail and a commitment to quality.
- Background check clearance and clean driving record.
- Ability to stand for extended periods of time and to lift 50 pounds. Physical ability to climb stairs.

Position Preferences:

- Knowledge of safe food handling techniques and guidelines.
- Current or previous training in Food Safe.

TYPICAL WORK SCHEDULE

Monday through Friday, 8:00 am to 4:00 pm

POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS

Full-Time Position. \$15.00 per hour. Copper Shores Meals on Wheels is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, and 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.