

## **Cook/Coordinator: Free Community Meal**

St. Mark's Lutheran Church  
605 Spruce St.  
Madison, WI 53715

### **Send resume to [StMarksFeeds@gmail.com](mailto:StMarksFeeds@gmail.com)**

A unique opportunity to join the team in preparing and serving a free noon meal every Friday at St. Mark's Church, a long-standing tradition. Approximately 40-50 meals are served each Friday. This position includes meal preparation, dining room setup, serving and cleanup with the help of experienced volunteers.

At St. Mark's you will find a well-equipped modern and clean kitchen, commercial natural gas 8 burner range with double convection oven, walk-in cooler/freezer, and small commercial dishwasher.

This Community Meal is served buffet-style every Friday, 12:00 pm-1:00 pm in St. Mark's dining room. Carry-out available.

Job requires approximately 6 hours per week Friday mornings until approximately 2:00 pm.

\$22 per hour.

Need to be able to move 20 pounds.

Food Protection Management Certification a plus. (ServSafe or similar)

Meal planning in advance.

Order food and supplies from our vendor partners weekly/monthly.

Assist in the receiving and storage of food and supply deliveries

Must have reliable transportation for occasional food/supply pickup from local vendor partners.

On Friday mornings, prepare food for the meal with the assistance of experienced volunteers.

Follow Food Safety Procedures. Rotate food to reduce spoilage and waste. Food returned to the walk-in cooler/freezer must be covered and dated. Ensure kitchen and dining area are orderly and clean before you depart.

Record "meals served" count and submit monthly to vendor partners.

Delegate tasks to volunteers. Foster strong relationships with and among volunteers and help them develop a sense of mission and belonging. Guide volunteers in serving a diverse community.

The Community Meal Coordinator will work cooperatively with the Food Pantry sharing resources when appropriate and assisting with the use of donations to the benefit of all our guests.

St. Mark's Lutheran Church is a non-profit organization. The Community Meal is open to everyone regardless of age, race, religion, gender orientation or identification, income, or circumstances of life. All are welcome!