

Cook/Coordinator: Free Community Meal

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

Send resume to StMarksFeeds@gmail.com

A unique opportunity to coordinate the long-standing tradition of a free noon meal every Friday at St. Mark's Church. Approximately 30-40 guests are served each Friday. The coordinator position involves cooking and other preparations with the help of volunteers.

At St. Mark's you will find a well-equipped kitchen, walk-in cooler/freezer, and commercial dishwasher. Friendly and dependable volunteers to assist.

Friday Meal Served 12pm-1pm
Job requires approximately 6 hours per week.

\$22 per hour.

Need to be able to move 20 pounds.

Meal plan for 1 month in advance. Order food from Community Action Coalition (CAC) for the next month's meals.

Assist in the receiving of the monthly CAC shipment. Put away items you ordered for Friday meal. Volunteer help available.

Occasional pickup of free prepared food from donation sites.

On Friday mornings, prepare food for the meal with the assistance of volunteers. On occasion, coordinate the re-heating of donated prepared food. When making food from scratch, have all ingredients ready to go for Friday morning preparation.

Follow Food Safety Procedures. Rotate food to reduce spoilage and waste. Food returned to the walk-in cooler/freezer must be covered and dated.

Operate commercial gas oven and gas stove top. Operate commercial dishwasher.

Collect "meals served" count and submit to CAC.

Maintain active volunteer schedule and contact list.

The Friday 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.

Must have reliable transportation to occasionally pick up food and make other stops.

Ensure kitchen and dining area are clean and ready for the next group.