Food Service
Job Description

Position Title	**Food Service Coordinator**
Supervisor	**Executive Director**
Effective Date	**11/01/2026**
Status	**Full-time Temporary**

Summary

To fulfill the purpose and mission of South Oakland Citizens for the Homeless (SOCH) by coordinating all food service operations, including creation and posting of menus, cooking meals and supervising food service volunteers.

Essential Functions

1. Coordinate the storage and use of all perishable and nonperishable food donations.
2. Maintain the inventory and organization of all food service supplies and storage areas, helping to direct kitchen activities in compliance with food safety and handling standards.
3. Maintain high standard of confidentiality of all Welcome Inn guests.
4. Train all food service volunteers.
5. Create, as necessary, and maintain all written policies and procedures for food service operations.
6. Maintain Welcome Inn guidelines and values, arbitrating disputes and disagreements among Welcome Inn guests as needed.
7. Ensure accurate statistical data is gathered and reported in a timely manner.
8. Maintain cleanliness and organization of the food service areas at all times.
9. Implement the strategic plan related to food service operations and outcomes and assist in the development and implementation of SOCH policies and procedures.
10. Attend staff meetings and contribute to the efficiency and effectiveness of SOCH.
11. Have an overall working knowledge of the philosophy, policy, program and development of SOCH in order to promote the organization and help accomplish organizational goals.
12. Work to protect the reputation of the organization.
13. Attend SOCH sponsored meetings and events as directed.
14. Position will require some travel to other facilities within Oakland County.
15. Must be able to work flexible hours to support services for special projects or events that are held in the evening or on the weekend. Tentative hours for this position are Monday – Friday, 7:30 AM – 3:30 PM.
16. Perform other duties as assigned

Education and experience

- High school diploma or GED is required.
- Current ServSafe certification is required.
- Trained in the food service industry with high level organizational skills and knowledge of food preparation standards.
- Experience working with volunteers is preferred.

Skills and abilities

- Ability to plan and execute meals for up to 110 people.
- Creative, mature and proactive leader who thrives in a high-paced team environment.
- Ability to administer the organization's programs and to interpret the program policies and procedures.
- Must be an effective leader with the ability to establish and maintain effective working relationships with peers, volunteers, Welcome Inn guests, and the public.
- Ability to present ideas clearly and concisely, orally and in writing.
- Knowledge of the dynamics of homelessness, substance abuse and poverty.
- Strong interpersonal skills and a demonstrated ability to relate to people from diverse backgrounds.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.
- Basic skills in the operation of office tools: word processing, spreadsheets, e-mail, calendaring, smartphone technology and other CRM software applications as needed.

Physical

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to read, write and interpret written documents
- Ability to lift and move objects weighing up to 40 pounds
- Valid driver's license and a willingness to secure a chauffeur license is preferred.

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Employee Signature Date