



POSITION: Meal Program Assistant (AmeriCorps Service Member)

REPORTS TO: Food Services Coordinator

Position Description: The Meal Program Assistant will be responsible for assisting in the efficient operation of the ICS Meal Program and organization of the kitchen and hygiene/sanitation tasks related to Food Service at ICS. They will also supervise volunteers and assist the Food Services Coordinator in other Food Bank and Home Delivery services, as needed.

ABOUT IMMANUEL COMMUNITY SERVICES: Immanuel Community Services strives to alleviate the effects of poverty, hunger, homelessness and addiction by providing community-based social services to those in need through four programs in the Cascade Neighborhood of South Lake Union in Seattle. Through our Hygiene Center, Food Bank, Recovery Program Shelter and Community Lunch, we strive to build relationship and be a place where people can become connected and involved. We work together to maintain dignity, rekindle hope and create a community of belonging.

AMERICORPS POSITION: This position requires you to serve a minimum of service hours and requires successful completion up to your term of service end date.

MAJOR RESPONSIBILITIES

Meal Program:

- Prepare and serve breakfast and lunch daily to unsheltered guests in our Hygiene Center.
- Ensure that kitchen is maintained and food prepared according to public health standards for meal program operations and ICS Food Service.

Food Bank:

- Assist Food Services Coordinator in the efficient operation the weekly ICS Food Bank during set-up, clean-up and food distribution.
- Assist Food Services Coordinator with receiving, sorting and storing of incoming food deliveries.

Hygiene Center:

- Assist with the hygiene and sanitation tasks in our Hygiene Center.
- Maintain handwashing stations and assist guests with handwashing.

Volunteers:

- Supervise volunteers in their various functions in Meal Program operations.
- Work with Food Services Coordinator to maintain accurate records including volunteer information and hours.



Other:

- Maintain healthy and efficient relationships with staff, volunteers and community partners.
- Follow policies and procedures of Immanuel Community Services.
- Keep in communication via phone, email and meetings with the Food Services Coordinator on a regular basis to evaluate and maintain operations.
- Other duties as assigned.

POSITION REQUIREMENTS

- Ability to work independently and work in conjunction with the Food Services Coordinator and Meal Program/Food Bank volunteers.
- Comfortable working with diverse populations, including homeless and low-income people in our community.
- Must have King County Food Handlers permit or get one within 30-days of employment (this can be done online).
- Must agree to a comprehensive background check.

COMPENSATION & COMMITMENTS (ALL COMPENSATION IS THROUGH AMERICORPS):

- **Compensation:** Monthly stipend of \$1,945.24 provided by AmeriCorps
- **Hours:** 40 hrs/week, Monday-Friday, 1,700 hours required by the end of the term of service
- **Term of Service:** September 1st, 2021 – July 15th, 2022
- **Benefits:** As provided by AmeriCorps: health insurance, eligibility for an Education Award of \$6,195 upon completion of service term – usable for trade school, college, or to pay off student loans.
- We have implemented strict sanitation and hygiene protocols in all programs, practice social distancing, require hand washing/sanitization, require masks, etc.

To apply, please send resume to:

Andy Rodgers, Food Services Coordinator
Immanuel Community Services
1215 Thomas Street
Seattle, WA 98109
(206) 622-1930 x 109
foodbank@icsseattle.org

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status or any other class protected by law.