



Call for Applications Food Manager

The work of each *common cathedral* staffer is to help create a space of safety, welcome, and acceptance for members of the homeless community.

Our Food Manager will be dedicated to securing donated food and managing volunteer efforts for our programs, and will work with other staff to support the needs of our community.

Responsibilities include

- Complete training provided by the Boston Health Department and ensure our compliance with its guidelines
- Recruit, train and manage daily volunteers
 - contact them in advance to confirm they are coming on the days they signed up for
 - make sure they know what their specific tasks are each day that will support the proper running of the kitchen and management of the floor (including the replenishment of coffee, snacks, creamer, napkins etc.)
 - support them with encouragement and mentoring
- Coordinate with food rescue organizations and food donors to provide guests with ready-to-eat and easily reheated foods such as sandwiches, salads, pizza, and fruit
- Make sure that all food is properly stored
- Help ensure the welcome and support of our community
 - Greet guests as they arrive, making them feel welcome, nurturing the positive spirit of the center
 - Engage with guests at every level, from casual to deep pastoral listening, offering a spirit of compassion and respect, sharing faith perspectives as appropriate
 - Connect guests with local resources such as clothing donations, detox programs, job training, and community meals
 - Help maintain safe space by keeping an eye on the floor, defusing conflicts, intervening when necessary to keep drugs and alcohol out of the space, working cooperatively with staff and volunteers to manage tensions and, if necessary, ask guests to leave for the day
- Coordinate as a team with other staff and volunteers to manage program logistics, including keeping the spaces clean and orderly
- At the end of each day, coordinate with staff, checking in with them about people and situations

- Work in partnership with the Emmanuel Church staff on space related issues

This position is at will. Hours are Monday, Wednesday and Friday 7:45-1:45, plus another 2-3 hours (weekly or biweekly) for outreach or staff gatherings.

The successful candidate will report to the Executive Director of *common cathedral*.

Questions may be emailed to Amanda Grant-Rose, Executive Director, at amanda@commoncathedral.org.