



## **Associate Banquet Steward**

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The Associate Banquet Steward is a professional with culinary training who supports Haywood Street's Banquet Steward in managing the day-to-day operations of the Downtown Welcome Table (DWT). A key focus of the role is helping to maintain a clean and well-organized kitchen, dishroom, dining room, and storage areas. The Associate Banquet Steward should be ready to jump in wherever needed to support the Downtown Welcome Table's two weekly meals, each serving as many as 500 people experiencing homelessness or hunger or simply longing for connection. At times, the Associate Banquet Steward will serve as lead chef. In every way, the Associate Banquet Steward will help ensure that the Downtown Welcome Table fulfills its mission to foster authentic relationships across lines of diversity and remind each person of their inherent worth.

### **Direct Supervisor: Banquet Steward**

#### **Duties and Responsibilities:**

- Actively participate with meal preparation, service, and cleanup with the Downtown Welcome Table(DWT). Work as a collaborative member of the DWT team
- Working with and leading teams of volunteers in all aspects of the DWT
- Assist the Banquet Steward with, and periodically lead, planning and preparing a Downtown Welcome Table meal (breakfast or lunch) for 500-700 guests.
  - Working within a budget, design menus that enhance the value and uphold the worth of everyone they reach.
  - Ensure that meals are prepared in accordance with regulatory guidelines and food safety standards.
- Help manage garbage, compost, and recycling generated by the Downtown Welcome Table
- Keep all fridges and freezers cleared of expired and unusable foods
- Help put truck orders away and ensure that all food is labeled and put away properly
- Help monitor inventory levels of purchased and donated food items
- Assist in maintaining storage spaces and ensure they remain organized
- Assist with setup of tables, chairs, and other items needed for Wednesday/Sunday meals
- Assist with receiving donated food and supplies for the Downtown Welcome Table
- Complete weekly, monthly, semi-annual, and annual cleaning projects in the Downtown Welcome Table arena (i.e., grease traps, ovens, pressure washing under tables and equipment, hot boxes, steam wells, etc.)

- Join with other staff in helping to keep all Downtown Welcome Table spaces clean, safe and welcoming for all
- Facilitate the involvement of community members in all aspects of Downtown Welcome Table meal preparation and cleanup activities
- Attend weekly staff meetings
- Track hours worked and report to supervisor prior to pay period
- Perform other duties as assigned

Desired Skills and Qualifications:

- Solid understanding and acceptance of Haywood Street Congregation's mission and vision.
- Experience and training in culinary arts/commercial kitchen
- Be able to work independently, with minimum direction. Other times, be able to work well with others, including fellow staff and Haywood Street community members.
- ServSafe Certification(or ability to get certification)
- Must have a driver's license and be able to drive a HSC vehicle (less than 3 moving violations in 3 years), or their own(insured).

Work Environment and Conditions:

- This is a part-time position (25 hours)
- Regular hours Sunday - Thursday
- The position involves walking, navigating stairs, standing for long periods, stooping, and frequently lifting 50+lbs