

**Assistant Director
Martha's Kitchen
322 S. Jensen Dr, Houston, Texas 77003**

A Social Service Ministry of St. Martha's Parish in Porter, Texas..

Martha's Kitchen is dedicated to Christ's call of love for one another by actively participating in the sharing of the basic physical and spiritual needs of life and the preservation of human dignity for all people.

In compliance with our mission, Martha's Kitchen will provide a safe, clean facility where Christian love and respect for each person will be present.

REQUIREMENTS

- High school education (Minimum)
- Bilingual- (Preferred English and Spanish)
- Experience preparing meals for larger number of people
- Certified and licensed as Food Handler
- At least two years of experience working with volunteers
- Self-motivated and initiator
- Team Player
- Applicant must complete a background check and attend Safe Environment (CMG) training

RESPONSIBILITIES

- Is responsible to plan, prepare and oversee cooking and serving of meals for clients.
- Plans weekly/monthly menus for guests.
- Works with Director in preparing list of food and other items needed for daily meals
- Assists Director with coordinating pick up of merchandise from grocery stores, pantries, bakeries, etc.
- When needed places orders with Food Bank.
- Assists Director with coordinating and assigning work for volunteers and kitchen staff.
- Helps to ensure that kitchen operates in compliance with city/state health code requirements.
- Assists Director with scheduling all necessary contract services i.e. pest control, garbage pickup, fire extinguisher, etc. with Maintenance Director.
- Attends and participates in quarterly Martha's Kitchen Board of Directors meetings as Ex-officio member.
- Assures that Martha's Kitchen is maintained clean and in working condition.
- As needed will shop for items that are needed in kitchen.

If interested, please submit resume to the attention of Sr. Carmen Sanchez, email address marthakitchen@stmartha.com