

## **Job Description For Site Facilities Monitor**

Disciples' Kitchen operates with no paid staff or employees. The work in the kitchen and on the advisory board is performed entirely by volunteers. In order to create a pleasant dining experience for the clients and to insure the teams have an orderly work environment, it is important to maintain consistency in the implementation of policies. We do not have a Program Director to manage daily operations; therefore, we depend on monitors to oversee activities from day to day.

The site facilities monitor has the authority and responsibility for the orderly operation of the site during serving hours. This duty shall not be mixed with other serving responsibilities. The monitor shall be knowledgeable in the following areas and free to focus on the tasks and responsibilities outlined below.

### **KNOWLEDGE BASE & RESPONSIBILITIES:**

- Operation of stoves, ovens, and kitchen appliances
- Operation of heating, cooling, and lighting controls
- Location of all Kitchen utensils and other site resources
- Knowledge of registration and sign in procedures
- Understand Incident Reporting Procedure and use of form
- Awareness and understanding of current policy for teams and clients
- Know location of first aid kit, fire extinguishers and other safety equipment
- Basic Conflict Resolution skills, approaching and handling difficult people

### **DUTIES:**

- Open and close according to serving schedule and team needs
- Monitor observance of policies as followed by teams and clients
- If a team does not show up, attempt to contact the site scheduler and assist with calling through the list for a back up team
- Monitor attitudes and atmosphere in dining hall, intervene if conflicts arise
- Turn lights, heat, cooling on and off as required for serving schedule
- Turn off stove and all appliances as needed and when finished
- Inspection of kitchen, dining, bathrooms, and other traffic areas for cleanliness following serving time
- See that trash is taken out at the end of the serving time
- Assure distribution of any food or other items donated for distribution is equitable
- Monitor parking and other areas for unwarranted or suspicious behavior
- Monitor refrigerators and freezers for stale drinks and spoiled food
- Observe site activities for unsafe activities and advise when necessary
- See that attendance roster is available and registration is taken
- See that site is left clean and orderly, as before team arrived
- Secure any doors and windows at end of daily serving session
- Follow the current Monitor Check Off List specific to the site where serving