

CROS



SERVING THE HUNGRY

CROS Ministries Employment Opportunity

**CROS Ministries is accepting applications
for two positions through August 14, 2018.**

[The Caring Kitchen Assistant Program Director](#) and [Warehouse Manager](#)

Job Title: Caring Kitchen Assistant Program Director - full-time (40 hours/week)

Mission:

CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations.

Job Summary:

The Caring Kitchen Assistant Program Director works under the direction of The Caring Kitchen Program Director to serve meals and offer client assistance through the use of volunteers and community partnerships.

Essential Duties:

- Responsible for prep and service of lunch meal including delivery of homebound meals
- Management of homebound meal program
- Responsible for volunteer recruitment, orientation, scheduling, and retention
- Responsible for maintaining current program statistics and information logs
- Minimal client referral assistance as needed
- The responsibilities listed on this posting are not intended to be all-inclusive and additional responsibilities may be assigned as needed.

Education and Experience:

- Bachelor Degree in related field plus three years directly related work experience OR Associate Degree in related field plus five years directly related work experience
- Experience with kitchen operations and food preparation/serving a plus
- Experience with volunteer recruitment and management a plus

Required Knowledge/Skills/Abilities:

- Must have a valid FL driver license, clean driving record, and be able to travel countywide (reliable transportation)
- Must be able to pass a background check
- Strong computer knowledge using MS Office, and Google Docs preferred
- Basic office skills and excellent organization and time management skills
- Basic math skills
- Basic inventory skills a plus
- Strong oral and written communication skills, include conflict management skills
- Teamwork and interpersonal communication skills, with the ability to manage different groups simultaneously
- Ability to understand and follow instructions to complete assigned tasks
- Ability to organize and prioritize work
- Ability to problem-solve, implement solutions, work independently
- Fluency in Spanish and/or Creole a plus

Orientation Factors:

- Must be able to lift and move 25 lbs.
- Must be able to withstand extended periods of standing, bending, and/or sitting
- Must be able to climb stairs
- Must be able to tolerate loud, fast-paced environment for extended periods of time
- Must have ability to work with diverse groups of people
- Occasional after hours work is required throughout the year.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Employment Benefits Summary:

- Employer provided health insurance
- Employer provided life insurance
- 403(b) pension plan available
- Section 125 (medical expense/child care expense) plan available
- 10 vacation days/10 sick days per year

Position Salary Range: \$33,280 - \$37,440

[Caring Kitchen Assistant Program Director](#) (downloadable pdf)

[Employment Application](#) (downloadable pdf)

TO APPLY FOR THIS POSITION:

Mail or e-mail a **letter of intent, resume, and a completed [employment application](#)**. To download the employment application, [click here](#) or call our office at 561-233-9009.

CROS Ministries
ATTN: Meredith Caldwell
3677 23rd Ave. S., #B-101
Lake Worth, FL 33461

OR

E-mail your submission to mcaldwell@crosmministries.org

Submissions should have all components, as listed above, to be considered complete. Submissions should be postmarked by **August 14, 2018** if mailed. E-mailed submissions should be received by **August 14, 2018**.

It is the policy of CROS Ministries to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, disability, gender, veteran status, marital status, sexual orientation, age or other unlawful discriminatory characteristics as defined in federal, state, or local laws. All candidates are considered on the basis of individual character, qualifications, and abilities in relation to the requirements of the advertised position.

Job Title: Warehouse Manager - part-time, mornings

Organization Objective: CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations. CROS is supported by churches, synagogues, community groups and private individuals throughout Palm Beach County and the Treasure Coast, all of whom share in this common goal.

Expectation for All Employees: All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

Job Overview: This position is responsible for warehouse operations and food distribution system. This is a part-time position, approx. 25 hours per week, mornings. Wage range \$18-20 per hour.

Essential Functions:

- Manage two warehouse spaces on site
- Oversee logistics and distribution of food to program locations
- Schedule pick up of food donations; pick up and warehouse purchased food
- Receive, log, warehouse delivered food
- Perform inventory of warehoused food and manage inventory records
- Operate forklift/lift gate/pallet jack/straddle stacker to move food and load vehicles
- Maintain vehicle maintenance schedule and logs/records
- Train and supervise employees and volunteers in warehouse operation and procedure
- Understand and implement food storage requirements, especially those specific to USDA
- Understand and implement policies for safe operations using warehouse equipment, materials, vehicles

Education and Experience:

- High School Education plus 5 years warehouse experience
- Previous food industry experience a plus
- Previous experience working with volunteers a plus

Knowledge/Skills/Abilities:

- Must be organized and be able to prioritize work
- Must be able to solve problems, implement solutions, and work independently
- Must be knowledgeable of applicable safety rules
- Must be able to be forklift certified
- Must have a valid FL driver license, clean driving record, reliable transportation
- Intermediate verbal and written communication skills
- Knowledge of basic office procedures
- Knowledge of inventory practice, especially in food warehousing
- Knowledge of basic mathematical principals
- Basic knowledge of Microsoft Word and Excel, Google Docs a plus

Orientation Factors:

- Must be able to lift and move 60 lbs. repetitively
- Must be able to withstand extended periods of sitting, standing, and/or bending
- Must be able to climb stairs
- Must be able to work in a fast-paced environment with diverse groups
- Occasional after hours work is required throughout the year.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[Warehouse Manager](#) (downloadable pdf)

[Employment Application](#) (downloadable pdf)

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Gibbie Nauman
Director of Development and Community Relations
gnauman@crosmministries.org

CROS Ministries
3677 23rd Avenue South, #B-101
Lake Worth, FL 33461
561-233-9009 x. 108 Office
561-233-9819 fax

Mission: CROS Ministries serves the hungry in Palm Beach and Martin Counties through community collaborations.

STAY CONNECTED



CROS Ministries, 3677 23rd Avenue South, #B-101, Lake
Worth, FL 33461



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