



REACH Meal Coalition (RMC) Program Assistant

Renton Ecumenical Association of Churches (REACH) is a 501(c)3 non-profit corporation that brings together Renton churches, services agencies, the greater Renton community, and business partners in the following mission:

In recognition of the call to just community and in thanksgiving for the gifts we have been given we respond by;

1. Offering ourselves to each other and to our community in support of compassionate, healthy, and sustainable ways of living together.
2. Allying ourselves with, and advocating for, those whose inherent dignity is compromised through lack of resources.

The RMC program assistant, with guidance from the RMC program manager, prepares for, manages, and does tear-down to provide breakfast (Mon.-Fri.) and/or dinner meals (Fri.-Sun.) to our clients. As part of managing the meals they will interact with clients in a professional way to ensure they adhere to RMC policies, are respectful to others, and they ensure the environment is safe for everyone. The RMC program assistant also helps to ensure that the work environment is neat, clean, and safe by following clean-up and food storage/handling policies for the RMC facility.

Organizational Overview

REACH (Renton Ecumenical Association of Churches) began in 1970 with 17 pastors fueled by the spirit of the ecumenical movement with the intention of being a forum for both clergy and lay persons. REACH became an incorporated 501(c)(3) in 2012. The organization operates to programs: The Center of Hope (COH) which is a 24/7 shelter for homeless families, and the Renton Meal Coalition (RMC) which prepares and serves weekend dinner meals (Friday, Saturday, Sunday) and serves breakfast 5 mornings a week (Monday thru Friday) to those in need.

RMC Program Assistant duties:

1. Practice personal hygiene and proper sanitation procedures.
2. Food preparation according to written and oral instructions.
3. Exhibit professional behavior, courtesy, and understanding to REACH clients, staff, and volunteers.
4. Set up and break down of serving areas.
5. Maintain a neat, clean, and safe work environment.
6. Receive, stock, and rotate incoming and outgoing inventory.
7. Perform related work as required.

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Accountability

Reports to RMC Supervisor & Program Manager

Job Conditions

This position occasionally requires the employee to work in an environment where there may be exposure to blood, bodily fluids, and other potentially infectious material. Other exposures could include cleaning supplies, pests and chemicals involved in pest control, paint and other materials used in building maintenance, building temperature fluctuations, dust, noise, and odors. Other working conditions may include occasional interactions with persons in crisis who may have mental and emotional behavior challenges.

A Successful candidate will have:

1. General knowledge of materials and methods used in preparing and serving food.
2. General knowledge of the use or care of food preparation equipment.
3. Ability to establish and maintain effective working relationships with REACH clients, and REACH staff.
4. Ability to work with others in a close fast paced environment and the ability to address customers in a pleasant, courteous manner.
5. Must be available to work early weekday mornings and weekends Friday thru Sunday as needed

Additional Information

The successful candidate is expected to work up to 20 hours per week.