

Meal Manager Job Description

- Assist each mom as she cooks the evening meal
- Eat evening meal with women, pray over meal before starting
- Promote positive interactions and conversations during meals
- Oversee clean up and help where needed
- Assist residents in creating their own cookbook.
- Keep leftovers up to date in fridge, dispose and document old leftovers
- Monitor food in pantry for expired food
- Have working knowledge of all house rules and enforce as needed
- Oversee daily activities/schedules for moms at the home
- Assist with coordinating appointments, transportation and childcare for the next day when needed
- Monitor behavior of moms at Mountain House and address concerns that may arise and report to house director
- Document summary of events so it is available at shift change over
- Arrive 10 min before shift change to review documentation and receive change over information
- Immediately review communication log to assess needs for shift and initial tasks on log when they have been completed
- Provide house coverage of answering phone and welcoming visitors and volunteers
- Ensure that background check has been done on each visitor and volunteer at house
- Provide support and help to moms during time of change and challenges
- Assist moms in building skills such as parenting, communication, problem solving, self-sufficiency, person responsibility and conflict resolution
- Transportation when needed with mileage reimbursement
- Short term childcare if needed while mom is present in the house.
- Lead devotions
- Cross train for other shifts for needed coverage prn
- Other duties as assigned by director
- Demonstrate respect and cultural sensitivity to all moms
- Maintain confidentiality of all moms
- CPR/First Aid Certification
- Be able to respond to emergency situations
- Attend at least 75% of staff meetings

- Likes to cook and try new recipes
- Experience working with community based program, if possible
- Self motivated
- Problem solving skills
- Critical thinking skills
- Good listener