



EMPLOYMENT SUMMARY

Position Title: Culinary Service Specialist
Location: Milwaukee
Reports to: VP, Food Service
FLSA Status: Non-Exempt
Date Prepared: 8/15/2022

Our Charitable Organization

Food For Health is a social enterprise focused on realizing our vision of creating equitable access to healthy and happy lives. As a self-sustaining public charity we are committed to normalizing the concept of Food Is Medicine and making nutritious and delicious food more accessible. We realize our vision in two ways: through our charitable Food For Health program focused on preventing, managing & reversing disease with a delicious, people-centered medically tailored meal program for our most vulnerable populations and through our Food Benefit Company which provides an employee benefit that strengthens people & organizations with an integrated food benefit that benefits life – 100% of the profits from The Food Benefit Company funds the charitable Food For Health Program.

We are grounded in our values. They define who we are, how we act and how we do business. And as a charitable organization focused on achieving social impact, they are the essence of what makes us unique and successful – because we stand for HEALTH. This is our commitment to the community, our employees and partners:

- **Humble:** We act with empathy & respect for others
- **Effective:** We deliver high-quality results optimizing impact
- **Accountable:** We take ownership personally & as a team
- **Lively:** We are energetic & act with urgency
- **Trusted:** We do what's right
- **Helpful:** We build value internally & externally

THE POSITION:

The Culinary Service Specialist will prepare and serve lunches at our client sites while being a champion and brand ambassador of our first-to-market integrated food benefit. In addition to primary responsibilities of efficiently plating pre-ordered meals, this role may also answer questions and provide information about our health-focused food benefit.

POSITION SUCCESS FACTORS:

- Aesthetically pleasing meals
- Positive feedback from participants
- Client retention

ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES:

- Act as a Food Benefit Company brand ambassador
- Serve and prepare onsite lunches at client locations, ensuring that lunches are ready at agreed upon time



- Ensure the meals/lunches are high quality, served at proper temperature and safe for consumption

KEY RESPONSIBILITIES:

- Communicate effectively about health benefits and preparation methods of our products with guests.
- Open and close lunch stations according to established standard operating procedure (SOP).
- Keep a clean, well-organized and efficient workspace.
- Track and communicate inventory levels, sales and guest feedback with leadership team.
- Organize documents, paperwork and email
- Comply with operating and safety procedures, sanitation guidelines and food quality.
- Report to client locations on time and in proper Food Benefit Company attire.
- Be well informed on meals being served, including ingredients. portion size, cooking methods, etc.
- Follow client COVID policies and practices.

EXPECTED BEHAVIORS:

- Demonstrate a passion for the importance of healthy food as part of consumer lifestyles
- Represent Food Benefit Company's vision, values and capability with passion and integrity
- Develop a strong rapport, partnership, and trust with program participants.
- Exhibits an upbeat attitude, a genuine interest in others that energizes others and heightens morale.

PERSONAL SKILLS AND ATTRIBUTES:

- Minimum of 2 years in a culinary setting.
- Food Handler Certification
- Strong attention to detail.
- Ability to influence and engage peers and guests.
- Ability to function and learn in a fast-paced environment.
- Strong interpersonal and communication skills.
- Eagerness to learn.

WORKING CONDITIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Position is part time working approximately 8 hours/week, with up to 4-8 additional hours/week to assist with additional related activities. Must be able to report to client sites within Southeastern Wisconsin.

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this summary amended at any time.



Employee Name – Print

Manager Name – Print

Signature

Date

Signature

Date