

The Chattanooga Community Kitchen, a non-profit social service ministry serving those experiencing or at risk of homelessness in the Chattanooga area, is seeking a donation desk supervisor to aid in the acceptance of monetary and in-kind donations, community recyclables, and to create an inviting atmosphere to everyone coming into the Chattanooga Community Kitchen main entrance.

Vital to the mission of the organization, the donation desk supervisor is the first person guests, volunteers, and donors will meet when coming to the Chattanooga Community Kitchen. The donation desk supervisor works closely with the operations staff to maintain the day-to-day operational needs of the agency for the people we serve.

An Equal Opportunity Employer, the Chattanooga, Community Kitchen will accept applications until the position is filled. This part time, hourly position offers competitive pay.

Interested parties should send a resume, cover letter and any additional information to kitchen@homelesschattanooga.org or by mail to Donation Desk Employment, Chattanooga Community Kitchen Post Office Box 11203, Chattanooga, Tennessee 37401. No phone calls, please. Pay begins at \$8.00 hourly, with opportunity for improvement after 90 days.

Learn more about the Chattanooga Community Kitchen by visiting <http://homelesschattanooga.org> or <https://www.facebook.com/CommunityKitchen>

Full Job Description Below:

Under the supervision of the Director of Operations, the Donations Desk Supervisor is responsible for supervising the front desk and donations area of the Chattanooga Community Kitchen. When on duty, the Donations Desk Supervisor is responsible for handling all donations according to agency protocol, maintaining a clean work space, ensuring the safety of guests, volunteers and staff, and keeping basic order in the dining room and surrounding areas.

The Donation Desk Supervisor will:

- Welcome all donors, visitors, and guests of the Chattanooga Community Kitchen
- Create a warm and welcoming environment for all CCK visitors
- Accept donations on behalf of the agency according to our donation policies
- Provide in-kind and monetary receipts to donors
- Keep donation carts and equipment clean, organized, and free of debris
- Move donations from front of building to freight elevator at rear of building for sorting
- Guide volunteers, guests, and other visitors to appropriate departments and services
- Assist the Kitchen Manager with control and supervision of the dining room

- Conduct opening and closing procedures for the organization
- Communicate with other staff to notify of visitors
- Accept mail on behalf of the agency
- Maintain the cleanliness of the workspace including the lawn and sidewalks
- Enforce the rules and policies of the Chattanooga Community Kitchen
- Other duties as assigned

Qualifications:

- Must have the ability to work with others as a team
- Communicate clearly
- Follow instructions with attention to detail
- Able to conduct basic math skills
- Must be able to spend a significant portion of the day walking, lifting, twisting, leaning over, and bending at the knees numerous times during shift
- Must have the ability to lift up to 75lbs. continuously throughout the day
- Able to maintain professional composure during a crisis situation
- Can transition between tasks on a moment's notice
- Commitment to and belief in the mission and vision of the Chattanooga Community Kitchen

* Background checks and drug screens required for all employees