



The Gathering Place®
a refuge for rebuilding lives

FOOD PROGRAM INTERN
The Gathering Place
1535 High Street, Denver, CO 80218

Guiding Principles

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

TGP serves women, transgender individuals, and their children who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to:

Food Program Manager

General Purpose:

The Food Program Intern will work alongside a team of established culinary professionals and volunteers to prepare and serve meals to women, transgender individuals, and their families that are experiencing poverty and homelessness.

Essential Duties/ Responsibilities:

- Cut and chop food for weekly menu
- Help organize and store food properly in walk-in cooler/freezer
- Provide excellent customer service to members
- Help keep kitchen clean and organized
- Maintain good variety of sack lunches for our members
- Provide guidance and support for members and volunteers
- Help set up hot line
- Help break down meals and clean up
- Maintain professional and collaborative relationships with staff and volunteers
- Communicate openly with the Food Program Manager and Head Cook about kitchen management, equipment, and weekly menu

Time Commitment:

- Minimum 12 hrs/maximum 40 hrs per week
- Week days between hours of 8am-5pm only

Qualifications:

- Basic knife skills
- Knowledge of basic cooking techniques
- Knowledge of popular cuisines (Italian, Southern, Mexican, etc.) a plus
- Ability to follow a prep list and ask questions
- Willing to learn skills in crisis management
- Ability to work independently as well as with a team
- Must be able to pass criminal background check.

Education or Formal Training:

- Associates degree in culinary arts or equivalent work experience a plus but not required

Physical Activities:

- Must be able to lift, carry, push, and pull up to 50lbs
- The person in this position needs to move about inside the walk-in cooler/freezer and small dry food storage rooms
- Occasionally operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

The Gathering Place is committed to providing equal opportunity to all volunteers and applicants for volunteer service without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.

2/23/2021