



## **Part-Time Program Assistant**

### **About Hope's Corner, Inc.**

People are hungry in our community. Even when employed, many people cannot afford both rent and food. People who are unhoused need not only a meal, but a place to feel welcomed. We create a community that promotes the well-being of all by providing free nutritious meals and warm showers in a caring and collaborative manner. We envision a community where no one is hungry. Hope's Corner is based in downtown Mountain View and became a nonprofit organization operated by volunteers in 2015. We offer free meals, showers and laundry services on Mondays, Wednesdays, and Saturdays. In addition, we hold special events for holidays, free haircuts, a bicycle program, and much more.

### **Job description**

We are looking for a part-time program assistant primarily focused on supporting the meal program but will also assist with other programs as needed. In this role, you will be responsible for assisting the Program Coordinator with meal preparation and kitchen tasks, welcoming and guiding volunteers, accepting and storing donations, ensuring site safety, assisting the shower and laundry program, and other tasks as needed. Regular work hours are Monday and Wednesday 7am to 1pm and Fridays 2pm to 6pm. Additional hours may be required on an as-needed basis, with advanced notice, for special projects and coverage when other staff are absent. Typical commitment will be 16 hours per week. Pay range is \$20-\$22 per hour DOE.

### **Core Responsibilities**

- Assist the Program Coordinator in the kitchen including food preparation, cooking, food storage, cleaning and operate commercial kitchen equipment
- Responsible for food and kitchen safety
- Collaborate with volunteers including training and supervision
- Promote an atmosphere of security and respect
- Keep program space clean and orderly
- Assist with donation program including sorting, storing and keeping supplies organized
- Participate in staff meetings, trainings and other activities as requested
- Other duties as assigned

## Requirements

- High School Diploma or General Education Degree & 18 years old or over
- California Food Handler certificate or ability to obtain within 30 days of employment
- Ability to work effectively with people of diverse cultures, ages and economic backgrounds in a culturally competent and sensitive manner
- Ability to stand/walk, climb stairs, reach/work above shoulders, lift/carry /push/pull objects that weigh up to 50 pounds, ability to twist, bend, stoop, squat, kneel. Ability to work in various temperature environments from very cold to very warm
- Employment background screening
- Employment eligibility verification

## Preferred

- Excellent written and oral communication
- Self-motivated and demonstrated critical thinking skills
- Demonstrated strong teamwork and supervision skills
- Ability to work independently, prioritize and handle multiple tasks

To apply, email your resume to [TWallace@Hopes-Corner.org](mailto:TWallace@Hopes-Corner.org)

*The Company provide equal employment opportunities to all employees and applicants in all company facilities without regard to race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.*