

Join Our Team at Catholic Charities of East Tennessee!

Providing Care and Support to Seniors in Crisis

Position: Kitchen Assistant – Direct Care
Location: Samaritan Place
Job Type: Part-time | 25-hours per week | 3:00 PM – 8:00 PM | SAT - WED
Pay Rate: \$16.00 per hour

Job Description

Catholic Charities of East Tennessee (CCETN) is seeking a compassionate individual to provide support to seniors in crisis. Samaritan Place provides essential services to seniors facing a housing crisis, including emergency and transitional housing, meals, transportation, and case management. Help us make a lasting impact by supporting our mission!

Key Responsibilities

- Heat meals, serve (buffet-style), and clean up
 - Ensure proper food safety and sanitation practices, including cleaning and sanitizing countertops, sinks, and appliances, washing dishes and utensils, maintaining cleanliness and proper food handling practices, and ensuring the kitchen and dining area meet health and safety standards
 - Store food properly to prevent spoilage and waste, while always keeping the kitchen and food service areas inspection ready according to Department of Health guidelines
 - Work closely with other departments within the shelter to ensure that residents receive the support and resources they need
 - Complete maintenance requests as needed, electronically, in maintenance software system
 - Complete safe food training
 - Establish a healthy rapport with clients to create a comfortable and safe environment in which clients feel respected, valued, and heard
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Job Requirements

- Hold a valid driver's license and maintain a clean driving record
 - Must pass background screenings
 - Predictable on-site attendance required
 - Must maintain any required training and certifications
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Job Qualifications

- High School diploma or equivalent required, associate degree preferred
 - 1-3 years of social service experience preferred
 - Strong communications skills & proficiency in Microsoft Office
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Ready to Make a Difference?

Apply today and join a team that cares.

For more information or to submit your application, please contact:
Jennifer Tekstar, HR Manager | hr@ccetn.org | 865-684-1884