



Job Description

Job Title:	Part-Time Server
Department:	Restaurant
Site Location:	Inspiration Kitchens
Reports to:	Lead Server
FLSA Status:	Non-Exempt

Hourly rate: \$16 per hour

To Apply: Please email cover letter and resume to Julio Gonzalez, General Manager, at jgonzalez@inspirationcorp.org

OVERVIEW

In an atmosphere of dignity and respect, Inspiration Corporation helps people who are affected by homelessness and poverty to improve their lives and increase self-sufficiency through the provision of social services, employment training and housing. Since 1989, Inspiration Corporation has assisted thousands of individuals and families affected by homelessness, extreme poverty and recent incarceration by serving as a catalyst for self-reliance.

Inspiration Kitchens is a restaurant and catering social enterprise and foodservice training program of Inspiration Corporation. The restaurant prepares contemporary American cuisine, and is top-rated in the Chicagoland community (4+ stars on Yelp, featured on Check Please!). Inspiration Kitchens restaurant and catering functions as culinary skills job training program for low-income job seekers. This program equips participants with basic culinary, sanitation and restaurant operations skills and offers participants on-the-job experience.

Proceeds from Inspiration Kitchens restaurant and catering help the affiliate nonprofit agency Inspiration Corporation provide social services, employment training and housing to people who are affected by homelessness and poverty.

Inspiration Corporation employees live the agency mission by demonstrating the following Core Values. Inspiration Corporation believes that these Core Values are what makes the organization one of Chicago's leading facilitators of personal transformation, and a great place to work:

1. Communicate honestly
2. Act with compassion
3. Pursue growth and learning
4. Be humble
5. Take care of ourselves so we can help others
6. Work greater together
7. Create a fun and productive environment

POSITION SUMMARY

The Server will provide excellent customer and table service to Inspiration Kitchens' patrons. The Server must be able to use the established POS system and to memorize the menu, including all ingredients and topping options. Server duties will also include stock rotation and

helping with various other projects throughout the business. This position requires effective communication between the “front and back of house” relating to the flow of service. The Server position works closely with kitchen staff, catering staff, students and must have the ability to multi-task, as well as maintaining focus in a fast-paced environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not limited to but include the following:

GENERAL

- Demonstrate Inspiration Corporation’s Core Values.
- Uphold Policies and Procedures of Inspiration Corporation and Inspiration Kitchens.
- Exhibit professionalism and high standards in all aspects of performance.
- Maintain a safe environment inside kitchen and throughout facility.
- Be proactive in approach to pest control with guidance from supervisor.
- Follow health, safety, and sanitation guidelines for all products.
- Attend department and agency meetings
- Be flexible with hours for special events throughout the year.

CUSTOMER SERVICE

- Welcome and connect with every customer.
- Share Inspiration Corporation’s mission and work, including information about the foodservice training program to customers.
- Identify customer's needs and appropriately suggest products to enhance service and meet sales goals.
- Provide quality food and beverages consistently for all customers.
- Serve Inspiration Kitchens food proudly and with care.
- Inform the Lead Server, General Manager or Manager on Duty of customer concerns in a timely manner.

OPERATIONS

- Maintain a positive, organized, and safe environment at all times.
- Perform routine daily cleaning tasks including, but not limited to: sweeping, mopping, vacuuming, washing dishes, waste disposal and recycling
- Clean and sanitize door handles, and high touch surfaces as often as is deemed necessary, in accordance with Chicago Department of Public Health standards.
- Assist facilities staff in performing seasonal grounds maintenance including garden upkeep, shoveling snow, and salt applications.
- Provide operations support to kitchen staff and other departments as needed.
- Complete other projects as assigned.

EDUCATION, EXPERIENCE & SKILLS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the education, experience and skills necessary for the position.

- High school diploma or equivalent required.
- A valid Chicago Food & Sanitation License is required and must be obtained within 30 days of position start date (training provided).
- Prior experience as a cashier, restaurant server or customer service is preferred.

- Patience with the ability to stay positive, complete work on time while maintaining focus in a fast-paced environment.
- A team player that communicates effectively.
- Able to follow instructions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee, to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, talk and hear. The employee frequently is required to walk and stand for long periods. The employee must be able to lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Part-Time Server will work up to 21 hours per week in accordance with the demands of meals, catering and restaurant services; work hours may include early mornings, days, evenings and weekends.

Inspiration Corporation is an equal opportunity employer.