



## Job Announcement

**Job Title:** Shelter Kitchen Associate  
**Department:** Social Services  
**Reports to:** Volunteer & Donations Coordinator & Family Center Manager  
**Hours:** Non-Exempt, Day Shift  
**Pay:** \$13.50-\$15.62/hour plus paid sick leave  
**Status:** Part Time - Temporary  
**Location:** East Portland

### Summary

The shelter kitchen associate will work out of the Human Solutions' Family Center, a 100+ person per night emergency shelter for adults with children. Candidate will be responsible for organizing the Family Center kitchen, including pantry and walk-in, planning weekly shelter meals and creating menus based on available food items, training and assisting staff and volunteers during meal times.

### Critical Performance Factors:

#### *Essential*

- Organize the Family Center kitchen:
  1. Create and maintain systems for labelling & storing all food donations in pantry & walk in
  2. Determine which kitchen appliances to keep & which to remove
  3. Work with Donation Coordinator regarding the removal of extraneous kitchen appliances
  4. Designate work stations
  5. Create and maintain cleanliness & sanitation systems and guidelines for all staff to follow (based on USDA recommended standards)
- Weekly Meal/Menu Planning
  1. Candidate will plan meals for all lunches & dinners that are not provided by outside donors (approx. 7 lunches and 2-4 dinners, per week).
  2. Candidate will utilize donated pantry and walk-in items each week.
  3. Create recipes/ recipe folder for meals that staff can cook throughout the week as determined by Candidate.
  4. Produce/ help coordinate the cooking of meals as needed.
- Training and Assisting Staff & Kitchen Volunteers during Mealtimes
  1. In conjunction with Meal Planning, candidate will manage food production and assist staff in learning cooking techniques.
  2. In cooperation with the Volunteer & Donations Coordinator, candidate will train and assist kitchen volunteers with meal preparation.

#### *Secondary*

1. When possible, candidate will orient volunteers and new food providers to the Family Center kitchen and the systems therein.

## **QUALIFICATIONS**

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and abilities required.

Knowledge of:

- Social and economic issues creating poverty, working successfully with practices and techniques related to people with low income to achieve greater self- sufficiency.
- Basic principles of confidentiality, crisis de-escalation, assertive engagement, and trauma-informed care.

Ability to:

- Must be self-motivated & self-directed
- Must be very well organized and interested in collaborating on a system for accepting and tracking donations
- Communicate clearly and respectfully with Family Center guests, volunteers, and donors
- Be culturally sensitive to diverse client populations
- Experience in customer service, food service, and/or emergency services preferred
- Must have the ability to keep track of donor's names and organizations, and refer to them in order to maintain close relationships with donors
- Must thoroughly understand all donations procedures and be able to disseminate that information to donors and potential donors
- Must be able to represent Human Solutions accurately to donors outside of the shelter community
- Must possess a friendly and welcoming demeanor and be willing to problem solve with compassion & empathy
- Must possess a basic understanding of the causes of homelessness and poverty, as well systemic barriers low-income people face
- Must be able to work independently and as a team member

## **EDUCATION and/or EXPERIENCE**

- Required 1+ year experience in a supervisory position in a restaurant, catering or institutional kitchen environment
- Required 1+ year experience as a line cook, prep cook or back of house employee in a restaurant or institutional kitchen environment
- Required Experience cooking for large groups of people (200+)
- Required Experience maintaining a kitchen using USDA standards
- Preferred Experience managing staff and volunteers
- Preferred Experience working in a non-profit or food justice related position
- Candidate works well with others & is cooperate
- Candidate is well organized and able to create & maintain organizational systems
- Candidate is passionate about food justice, hunger relief and housing justice and equity

**Outcomes:**

- Systems related to kitchen organization are created & maintained
- Kitchen is up-to-USDA-standard regarding cleanliness & sanitation
- Recipes utilizing donated goods are created & archived for staff, kitchen employees & volunteers to refer to in the future
- All Family Center Staff is trained in basic food-prep and meal planning
- Kitchen Volunteer Program is implemented under the care of Part Time Kitchen Associate

- Reduction in food waste as food will be incorporated into menus & stored correctly
- Maintain and renew food donor relationships as our shelter can utilize donations more fully

### **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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

### **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 noise level in the work environment is usually moderate.

### **TO APPLY**

Please send resume with cover letter and contact information for three professional references to: Christina Newcomb via email to [cnewcomb@humansolutions.org](mailto:cnewcomb@humansolutions.org). Letters of reference are not necessary; simply the names and contact information of people who can provide a professional reference.