



Job Announcement

Job Title:	Shelter Kitchen Coordinator
Department:	Social Services
Reports to:	Lilac Meadows Family Center Manager
Hours:	Non-Exempt, Typically mornings through late afternoons
Starting Pay:	\$16.00-\$16.93/hour, DOE
Status:	Full Time (40 hours/week) Sunday - Thursday
Location:	SE Portland – Lilac Meadows Family Center

Want to help make a difference? Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Anti-Oppression Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as coordinating staff diversity trainings and providing ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.

- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.
- A six-week paid sabbatical after every seven years of consecutive employment with HSI.

SUMMARY

The Shelter Kitchen Coordinator is responsible for preparing, cooking and transporting meals for Gresham Women's Shelter, Lilac Meadows Family Shelter and the temporary Chestnut Tree Inn Motel Shelter. The Kitchen Coordinator will be stationed primarily at Lilac Meadows and work with the Kitchen Coordinator based out of the Gresham Women's Shelter to organize and meal plan as a team. At Lilac Meadows, this position will be responsible for maintaining and organizing the contents of the refrigerators, freezers, pantries and walk-ins, as well as responsible for using our shared Microsoft Outlook calendar system to coordinate meals with community food providers, plan weekly meals and create menus based on available food items. This position will help assist in the training of volunteers and assist in serving meals. Lilac Meadows Family Shelter is a low-barrier emergency shelter serving 39 families (approximately 140 individuals).

CRITICAL PERFORMANCE FACTORS:

Essential

- Organize the Family Shelter kitchen:
 1. Create and maintain systems for labelling & storing all food donations in pantries, freezers & walk in in accordance to OSHA and USDA regulations.
 2. Communicate with and work alongside the other Kitchen Coordinator, Volunteer and Donations Coordinator, as well as Lilac Meadows, Gresham Women's Shelter and Chestnut Tree Inn Shelter Managers regarding systems and expectations for the kitchen to make sure that they align with the rest of the Shelter schedule and expectations.
 3. Set expectations with participants from Lilac Meadows to maintain their food space and storage in designated kitchen areas.
 4. Create and maintain cleanliness & sanitation systems and guidelines for all staff to follow (based on USDA recommended standards).
 5. Accompany one other staff member or volunteer for weekly food pick-up via Human Solutions' van.
- Weekly Meal/Menu Planning
 1. Plan meals for all breakfast, lunches & dinners that are not provided by outside donors.
 2. Utilize donated pantry and walk-in items each week.
 3. Create recipes/recipe folder for meals that can be cooked throughout the week.
 4. Process and prepare meals, schedule volunteers to assist with cooking and production.
- Training and Assisting Staff & Kitchen Volunteers during Mealtimes
 1. In collaboration with the Volunteer & Donations Coordinator, the Kitchen Coordinator will train and assist kitchen volunteers with proper meal preparation, serving and cleanup.

Secondary

1. When possible, the Kitchen Coordinator will orient new volunteers and food providers around the shelter kitchens and the systems therein.

2. Work with Volunteer and Donations Coordinator to comply with Human Solutions and food donor reporting and requirements (temperature logs, weight logs, donation receipts, etc.)

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 incomes to have housing and economic security and justice.
- Basic principles of confidentiality, crisis de-escalation, assertive engagement, and trauma-informed care.
- Anti-racism in general and in social services specifically.
- Trauma Informed Care principles.

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 Shelter Participants, volunteers, and donors.
- Be culturally responsive to diverse client populations.
- Experience in customer service, food service, and/or emergency services preferred.
- Must have the ability to keep track of donor names and organizations, and refer to them in order to maintain close relationships with donors.
- Must thoroughly understand all in-kind food donation procedures and be able to disseminate that information to donors and potential donors.
- Must be able to represent Human Solutions accurately and appropriately 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.
- Drive mid-sized van and have a valid driver's license.
- Must have computer skills necessary to navigate Outlook email and calendars.
- Cook for large groups with varied dietary needs.
- Obtain food handlers card within 30 days of hire.

EDUCATION and/or EXPERIENCE

- 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 cooperative.
- 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.
- Lunch and dinner are planned and prepped for that day's shift.
- 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.
- 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.

Temporary COVID-19 provisions:

- Follow Multnomah County and CDC Guidance in regards to safety and social distancing.
- Kitchen associate must wear gloves and mask when preparing or serving meals, as well as when interacting with guests or shelter staff.

TO APPLY

Please send resume with cover letter and contact information for three professional references to: Tamara Holloway via email to tholloway@humansolutions.org. Letters of reference are not necessary; simply the names and contact information of 3 people who can provide a professional reference.