



JOB ANNOUNCEMENT

Job Title:	Lead Shelter Kitchen Specialist
Department:	Social Services
Reports to:	Shelter Food Program & Donations Coordinator
Hours:	Non-Exempt, Typically mornings through late afternoons
Starting Pay:	\$17.50 - \$18.56/hour + \$1/hour Lead Pay + \$2.00/hour COVID hazard pay through June 2022
Status:	Full Time (40 hours/week)
Location:	East Portland/Gresham – multiple emergency shelters

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, 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.



JOB ANNOUNCEMENT

- 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.

POSITION SUMMARY

The Lead Shelter Kitchen Specialist will be the on-site point person to oversee operations related to food management, meal preparation, and overall kitchen service in the absence of their supervisor. They will work with several people to accomplish this, including the Shelter Food Program and Donations Coordinator, up to one staff kitchen Specialist, 1-2 JOBS Plus temporary employees and interns (as available), and volunteers. They will assist the Shelter Food Program and Donations Coordinator to ensure high food quality standards and residents' meal satisfaction. The Lead Shelter Kitchen Specialist will be based primarily at the Lilac Meadows Family Shelter, but also work weekly and manage the smaller kitchen at the Gresham Women's Shelter. They will work with the Shelter Kitchen Specialist to menu/meal plan for three meals daily, seven days a week, for approximately 235 shelter residents across our three shelters. This person will ensure that the full kitchen team understands and follows kitchen and food safety guidelines and all company policies and procedures relating to food service. They will maintain and organize the contents of the refrigerators, freezers, pantries and walk-ins.

In addition to kitchen work, there are some administrative responsibilities. This person will order food, supplies, request needed items to be donated, and receive/process incoming donations. Driving to retrieve items is often needed, too. They are responsible for tracking and reporting expense receipts and working with the Shelter Food Program and Donations Coordinator for monthly reporting. Using our shared Microsoft Outlook email and calendar system is essential to coordinate meals with staff and community meal providers and to plan weekly meals and create menus based on available food items. This position will help train for all positions, including volunteers in the kitchen. About our shelters:

- Lilac Meadows Family Shelter is a low-barrier emergency shelter serving 39 families (approximately 140 individuals, many are children).
- Gresham Women's Shelter is a 94-person low-barrier shelter for self-identified women and non-binary and genderqueer individuals (during COVID it is operating with fewer residents).
- Chestnut Tree Inn is a temporary motel shelter with 60 rooms for self-identified women and non-binary and gender-queer individuals.



JOB ANNOUNCEMENT

In all, we provide approximately 235 meals three times daily.

CRITICAL PERFORMANCE FACTORS:

Essential

- Lead the On-site Programming in our Shelter Kitchens:
 1. Lead the on-site kitchen team in a fast-paced environment of menu/meal planning, cooking, and distribution to feed shelter residents three meals daily.
 2. Adhere to high food quality and nutrition standards to ensure resident satisfaction.
 3. Create and maintain systems for labeling and storing all food donations in pantries, freezers & walk-ins per OSHA and USDA regulations.
 4. Create and maintain cleanliness and sanitation standards, systems and guidelines for all staff to follow in the kitchens (per USDA recommended standards).
 5. Communicate and work cooperatively with the full kitchen team, including shelter staff and volunteers, about kitchen systems, schedules, capacity and expectations.
- Weekly Meal/Menu Planning:
 1. Plan meals for all breakfast, lunches & dinners not provided by outside donors, using both available donations and purchased ingredients.
 2. Use donated pantry and walk-in items each week to avoid waste and reduce costs.
 3. Create and organize recipes for meals that can be cooked throughout the week; cook ahead when possible.
- Train and Assist Staff and Kitchen Volunteers during Mealtimes:
 1. In collaboration with the Shelter Food Program and Donations Coordinator, the Lead Shelter Kitchen Coordinator will train and assist shelter staff and kitchen volunteers with safe meal preparation, serving and cleanup.

Secondary

1. When possible, the Lead Shelter Kitchen Specialist will orient new volunteers and food providers around the shelter kitchens and their operations.
2. Work with Shelter Food Program and Donations Coordinator to comply with Human Solutions and food donor reporting and requirements (temperature logs, weight logs, donation receipts, etc.)



JOB ANNOUNCEMENT

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:

- Nutrition, institutional/restaurant cooking/kitchen management, food allergies and special diets.
- Basic principles of confidentiality, crisis de-escalation, assertive engagement, and trauma-informed care.
- Food waste reduction.
- Social and economic issues creating poverty, practices and techniques related to people with low incomes to have housing and economic security and justice.
- Anti-racism in general and in social services specifically.

Ability to:

- Motivate and direct own activities with minimal on-site supervision.
- Communicate clearly and respectfully with shelter participants, volunteers, and donors.
- Be organized and interested in collaborating to accept and track donations.
- Be culturally responsive to diverse client populations.
- Understand all in-kind food donation procedures and disseminate that information to donors.
- Represent Human Solutions accurately and appropriately to food donors and volunteers.
- Be friendly and welcoming to shelter residents, staff and volunteers.
- Problem solve with compassion and empathy.
- Receive constructive feedback about meals.
- Work independently and as a team member.
- Drive mid-sized van; have a valid driver's license and car insurance.
- Use a computer, including basic email and calendaring, ideally Microsoft Outlook.
- Cook for large, multi-age groups with varied dietary needs.
- Obtain food handlers card within 30 days of hire.

EDUCATION and/or EXPERIENCE

Required:

- At least two (2) years of experience in a lead role or supervisory position. Experience in customer service, food service, and/or emergency services preferred.
- 2+ years' experience as a line cook, prep cook or back of house employee in a restaurant or institutional kitchen environment.
- Experience cooking for large groups of people (200+).



JOB ANNOUNCEMENT

- Experience maintaining a kitchen using USDA standards.

Preferred:

- Experience managing staff and volunteers.
- Candidate works well with others & is cooperative.
- Candidate is well organized and able to create & maintain organizational systems.

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 repetitively up to 30 pounds and occasionally lift and/or move up to 50 pounds with long periods of standing. 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.

PLEASE NOTE! Temporary COVID-19 provisions:

- Must be fully vaccinated against COVID-19.
- Follow Multnomah County and CDC Guidance for safety and social distancing.
- Kitchen Specialist must wear gloves when preparing or serving meals, as well as when interacting with guests or shelter staff. A mask must be worn at all times while on-site or interacting with others, including staff, residents, volunteers, donors, etc...

TO APPLY

Please send resume with cover letter and contact information for two to three professional references to: Shawna Hoffman via Human Solutions' Career Center:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ddc01fb9-194a-49ca-800b-5187d8837399&cclid=19000101_000001&lang=en_US. Letters of reference are not necessary; simply the names and contact information of three people who can provide a professional reference. We will review applications as they come in, with a goal to hire as soon as possible.