



# Human Solutions

## JOB ANNOUNCEMENT

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

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***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 Human Solutions.

### **POSITION SUMMARY**

The Shelter Kitchen Specialist will work with the Lead Shelter Kitchen Specialist to prepare, cook and transport three meals daily for the approximately 220 residents of Human Solutions' Gresham Women's Shelter, Lilac Meadows Family Shelter and the temporary Chestnut Tree Inn Motel Shelter. The Shelter Kitchen Specialist is based primarily at Lilac Meadows Family Shelter and works alongside the Lead Shelter Kitchen Specialist to organize and meal plan three meals daily. This position will maintain and organize the contents of the refrigerators, freezers, pantries and walk-ins, and use 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 to train volunteers and assist in serving lunch. About our shelters:

- Lilac Meadows Family Shelter is a low-barrier emergency shelter serving 39 families (approximately 140 individuals).
- The 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. In all, we provide approximately 235 meals three times daily.

### **CRITICAL PERFORMANCE FACTORS:**

#### *Essential*

- Meal Preparation and Kitchen Operations
  1. Partner with the Lead Shelter Kitchen Specialist 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. Maintain systems for labeling and storing all food donations in pantries, freezers & walk-in refrigerators per OSHA and USDA regulations.
  4. 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. Help to 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.
  - Training and Assisting Staff & Kitchen Volunteers during Mealtimes
    1. In collaboration with the Lead Shelter Kitchen Specialist, the Kitchen Specialist will train and assist kitchen volunteers with proper meal preparation, serving and cleanup.

### *Secondary*

1. When possible, the Shelter Kitchen Specialist will orient new volunteers and food providers around the shelter kitchens and the systems therein.
2. Work with the Lead Shelter Kitchen Specialist 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:*

- 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 working with 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.
- Thoroughly understand all in-kind food donation procedures and disseminate that information to donors and potential 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 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, OSHA, and FDA 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.

### **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](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.