



Position: Meal Program & In-Kind Donation Coordinator
Reports to:
Hours: 20 hours per week / flexible schedule with ability to work varied times
Classification: Regular, Nonexempt
Reviewed: July 2020

CFH serves people from diverse cultures, races, gender identity, sexual orientation, and ages. We value diversity and intentionally work to recruit, hire and retain staff who reflect the diverse client population we are serving. CFH is an equal opportunity / affirmative action employer.

About CFH:

CFH is a secular 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for single men to sleep and be nourished with three healthy meals each day. Today, with phenomenal partnerships and support from King County’s Eastside community, CFH serves more than 2,000 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 83,000 meals. CFH is a healthy, fiscally stable organization with a dedicated Board and staff poised to advance its mission.

Our mission is to partner with men & the community to create a path from homelessness to stable living. Our core values are relationship, community, empowerment, respect, and compassion. These values embody how we work with the men, community and each other.

This is a very exciting time for CFH as the organization engages the wider community in new and impactful ways to foster hope, dignity and the building blocks that provide stability to people in need on our streets. For decades, we have quietly worked in our community; providing outreach, shelter, permanent housing, services & community.

OVERVIEW OF POSITION:

The Meal Program & In-Kind Donation Coordinator is critical to furthering CFH’s mission and values by providing consistent leadership that promotes the safety and consistency for our meal programs, stewards a community of supporters and secures and tracks in-kind donations.

This position, in close collaboration with shelter & center guests, community partners and shelter staff, including an on-site Chef, ensures nutritious meals are provided for 100-150 men in up to three locations 365 days each year. The CFH Meal & In-kind Donation Program Coordinator supports all operational aspects of CFH’s shelter meal program, including providing on-site direction and support of meal team volunteers, shelter staff and strengthening community partnerships.

Physical strength and agility are required to reach and lift kitchen equipment, food supplies and items weighing up to 25 pounds. Working conditions include working in a warm environment, standing for extended periods and driving to secure donations and supplies.



Note re: COVID-19: CFH follows the most current health and safety guidelines provided by King County Public Health and the CDC. This position is required to wear personal protective equipment at all times while on site and will be exposed to people who may have the COVID-19 virus. We are temporarily increasing staff member's hourly rate by \$2 for those hours directly worked serving our clients in our shelter spaces.

KEY RESPONSIBILITIES:

Meal Program Coordination

- Know and share knowledge of every facet of CFH's Meal Program operation, including planning, scheduling, set-up, meal preparation, serving, and clean up. Train and/or support the food team volunteers and CFH staff in these tasks.
- Work closely with CFH's on-site Chef, shelter staff and volunteers to ensure the meal services are carried out in a respectful, efficient and courteous manner. Requires the use of techniques for conflict de-escalation and excellent communication skills.
- Also work closely with the Chef to coordinate meal planning, order food to fill gaps and track of community donor meal donations.
- Prepare and distribute weekly meal schedules.
- Inventory and purchase required food and supplies with attention to cost savings and efficiencies.
- Adapt quickly and calmly to an ever-changing environment.

In-Kind Donations

- Manage in-kind program donations, such as food and products.
- Oversee and coordinate donation drives and drop offs.
- Track all in-kind donations and record in CFH systems on a routine basis.

General

- Remembering that meal and in-kind donors are also community members - encourage feedback and carry out regular check-ups with donors / volunteers.
- Create, update and use a variety of communication methods (such as, presentations, newsletters, trainings and handbooks) to effectively provide relevant information for potential and current volunteer and donors.
- Continually evaluate system/processes and implement improvements.
- Have and maintain a valid Washington State driver's license.
- Obtain a food handlers permit within two weeks of starting work.
- Other duties, as assigned on an ad hoc basis or as part of a temporary project.



QUALIFICATIONS:

1. Understanding (or commitment to develop an understanding) of the intricacies of homelessness.
2. Ability to be calming and helpful in difficult situations.
3. Ability to enforce shelter rules, including maintaining a behavioral based, low barrier environment.
4. Ability to work in a setting that can be highly stressful.
5. Ability to work independently and with a team.
6. Ability to interact with volunteers and provide leadership.
7. Demonstrate the necessary attitude, knowledge and skill to deliver culturally competent services and work effectively in multi-cultural environment.
8. High proficiency with email, calendar and word in Microsoft Office; data entry experience preferred.
9. Ability to fulfill the physical requirements of this position.
10. Strong commitment to CFH's mission.
11. Ability to flex schedule and work outside typical M-F 8:00 to 5:00

PREFERRED QUALIFICATIONS:

1. Crisis management experience.
2. Data entry
3. Familiarity with community resources for single adult men experiencing homelessness in King County.

SALARY & BENEFITS:

- Range: \$18 - \$20 per hour DOE
- Regular employees who work at least twenty hours per week are eligible for prorated benefits including medical and dental insurance at a reduced cost to the employee, paid time off and holidays.
- flexible work schedule with ability to work a partial schedule from home as approved by supervisor and based on specific position requirements.