

## **Job description**

**Position:** Shelter Meals Coordinator

**Reports to:** Shelter Program Manager

**Hours:** 40 hrs. Week

**Classification:** Regular Full-time, Nonexempt

**Compensation:** \$46,000 – 52,000 / annually

**Reviewed:** November 2021

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 1,700 people each year with street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services—including 125,000 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 & dignity. 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.

### **Position Summary:**

The Meals Coordinator must have a passion for the mission and support CFH's values. The position works directly with Shelter Program Manager, all shelter staff, and volunteers as needed in carrying out responsibilities. The Meals Coordinator is responsible for onsite oversight and preparation of the Day Center/Shelter, and Hotel food and meal service. Key elements of the role are fostering relationships with clients, staff, volunteers, and other organizations to help provide the food and cook the meals that feed the men in the CFH shelter and hotel programs.

### **Key Responsibilities:**

#### **Program Development & Management:**

- Be the lead in providing daily on-site oversight of meal prep, meal service, and kitchen clean up
- Partnering with Shelter management in implementing a kitchen inventory system

- Managing and overseeing of food storage
- Partnering with CFH staff to monitor and manage on-line meal signups by volunteers
- Developing and maintaining healthy partnerships with outside organizations, and volunteers who provide food and skills for CFH meals needs.
- Creating and sharing a menu for shelter meals two weeks out
- Implementing and following best cleaning/sanitary practices regarding meal prep & storage
- ensuring food handlers permits are retained and current for all volunteers, clients, and support staff who participate in meal prep.
- messaging kitchen needs to staff after prepped (cook time, warmer instructions etc.)
- Managing keeping pantry and kitchen organized
- Working in partnership and collaboration with CFH staff for the well-being of the clients, mission, and values.
- communicating issues/concerns of kitchen and shelter to the program manager
- Coordinating with the program manager to manage the food budget
- Conducting inventory needs and buying ingredients for meals kitchen supplies and meal service need (i.e., plates, bowls, utensils, etc.).
- Coordinating prepare and transportation of meals to the Hotel program participants
- building healthy relationships with clients and staff
- Supporting shelter staff in the management of the general day center spaces as needed.
- Meet data gathering and input expectations in the CFH data base, when needed

**Supervision:**

- Developing and running a mentor program with the men to learn basic culinary skill
- Training and teaching staff, clients, and volunteers basic cooking skills and kitchen management skills
- Assisting in developing, maintaining, and updating training materials, policies and procedures related to the kitchen.
- Ensuring compliance with standards of practice as well as agency policies and procedures.

**Qualifications include:**

**Required:**

- Two years of experience being a Cook/Chef/Executive Chef/Kitchen Manager
- Experience in menu preparation

- Flexible schedule with evening and weekend availability
- Knowledge of mental illness and substance use disorder including approaches to recovery

**Preferred:**

- Experience working in vocational culinary training setting
- Working with people who have experienced homelessness
- Understanding of Trauma informed care and low barrier shelter settings

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent administrative and organizational skills with the ability to navigate multiple projects.
- Good verbal and written communication and personal interaction skills, with an emphasis on customer service and support.
- Ability to work independently; with ability to exercise sound decision making, independent judgment and discretion in the absence of supervision.
- Strong collaboration skills with ability to function as a member of a team, leading within the scope of the position and contributing whenever possible.
- Ability to work effectively with minimal supervision, manage multiple duties and priorities, and maintain high quality standards.
- Sensitive to and able to communicate and work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientations.
- Ability and aptitude with technology necessary for successful day-to-day functioning in business environment including various databases, Microsoft Office Suite including Word, Excel, Outlook, PowerPoint.
- Ability to remain calm and professional when faced with difficult situations and emergencies.
- Ability to read, write, and communicate in English and understand basic math.

**CERTIFICATES, LICENSES & REGISTRATIONS**

- Current food handler card
- Washington driver's license and insurable driving record preferred

**PHYSICAL REQUIREMENTS**

- Physical ability to sit, walk, and/or stand for prolonged periods of time.
- Ability to stand, stoop, bend, grasp, and/or hold work located at the office or other locations as needed.
- Prolonged periods of sitting at a desk and working on a computer.

- Requires individual can safely lift and carry at least 35 lbs. and must occasionally lift/carry push up to 45 pounds.
- Individual must also have the use of all senses, to include, but not limited to sight, hearing, smell, and taste.
- Must be able to access and navigate each department at the agency's facilities.

**SUBMISSION:**

To apply, please submit resume.

*CFH does not discriminate on the basis of race, religion, color, age, genetic information, sensory, mental or physical handicap, national origin, gender, sexual orientation, gender identity, gender expression, marital status, familial status, parental status, citizenship status, pregnancy, veteran status, political ideology or any other basis protected by applicable law.*

Hide