



Organization:	Project Homeless Connect Washington County
Position:	Kitchen Specialist
Status:	Full Time 40 hours per week
Reports To:	Assistant Manager
Compensation:	\$22.50 - \$24.50 hourly
Benefits:	80 hours PTO, 40 hours Paid Sick Time, 10 paid holidays, Simple IRA with 3% match. Medical, Dental, Vision (employee only), bilingual incentive, gym membership
Location:	315 SW 17 <sup>th</sup> Ave. Hillsboro, OR 97123
Position Closes:	Open Until Filled

**Project Homeless Connect Washington County (PHC/PHCWC)** is a nonprofit organization dedicated to empowering individuals experiencing houselessness by meeting them where they are and walking with them on their unique journeys toward stability and self-reliance. Our multi-pronged approach, built on trusting relationships, includes collaborative one-day resource events, a street outreach team, an access center, peer mentors, shelter services, and housing resources with case management. Utilizing trauma-informed care, a DEI lens, and best practices, we are working to end houselessness and transform the lives of those we serve. Our vision is to ensure that all people in Washington County have a stable place to call home by working together with partner agencies and government bodies to provide a high-quality, integrated system of services.

**Why Work With Us?** PHC is driven by a strong set of values: Passion, Humanity, Connection, Wellness, and Collaboration. We are committed to transforming lives and fostering an inclusive, compassionate, and supportive environment for both our staff and those we serve. Our staff is passionate about making a meaningful impact, and we strive to create a workplace where every team member's contributions are valued. We actively promote equity and inclusion, ensuring that our programs and staff culture are accessible and equitable for all, regardless of race, ethnicity, faith, culture, language, disability, gender, gender identity, sexual orientation, or family status. At PHC, you will be part of a dedicated team working to create lasting, positive change in the lives of those we serve.

**Position Overview:** Our Kitchen team members work under the supervision of the Shelter Assistant Manager. They are responsible for managing daily operations in the kitchen and food service department. This role includes meal preparation, serving, and ensuring the safe handling of food for 50-100 guests per day in our

Shelter. The kitchen team members also play a role in community engagement, supporting the educational needs of guests in nutrition, and working with staff, volunteers, and kitchen compliance.

### Primary Responsibilities:

- **Food Service Management:** Planning meals, and preparing meals for guests. Oversee kitchen cleanliness and ensure compliance with health standards.
- **Community Engagement:** Build and maintain relationships with community food donors, coordinate pick-ups, and manage food donations in partnership with the Manager.
- **Compliance and Safety:** Ensure that all food service staff and volunteers hold proper Food Handler certifications and ServSafe credentials. Comply with all federal, state, and local health regulations.
- **Record-Keeping and Reporting:** Manage all record-keeping processes, including temperature logs, food safety forms, receiving documentation, and tax receipts for donations.
- **Nutrition and Education:** Collaborate with nutritionists to improve meal quality and educate staff and residents on healthy eating practices. Ensure that three nutritious meals are provided daily.
- **Special Events:** Assist with the planning and execution of special events, including meal preparation and facility coordination.
- **Team Leadership:** Collaborate with staff and kitchen volunteers, fostering an environment of respect, trust, and professional growth.
- **Guest Support and General Assistance:** Provide support to guests and participate in Shelter activities as needed.
- **Meetings and Collaboration:** Attend all Staff and Shelter meetings.

### Work Environment

Our team at the Project Homeless Connect Access Center work in a dynamic and sometimes challenging environment that serves individuals experiencing homelessness, including those who may be in active mental health crises or using substances. Staff must be prepared to:

- **Work Around Individuals in Crisis:** Interact with guests who may be experiencing severe mental health challenges, behavioral crises, or the effects of substance use. Staff should remain calm, compassionate, and professional in these situations.
- **De-escalate Situations:** Be willing to train in de-escalation techniques specific to PHC's safety and cultural standards to effectively manage and resolve challenging behaviors, ensuring a safe environment for all.
- **Maintain a Safe and Respectful Space:** Work collaboratively with team members to uphold a secure environment in the kitchen and dining areas, remaining aware of surroundings and maintaining open communication to address safety concerns proactively.
- **Physical Demands:** This role involves standing for extended periods, lifting up to 25 pounds, repetitive tasks, and managing the physical demands of a busy kitchen. Staff should also be prepared for occasional interruptions due to participant needs.
- **Flexible and Adaptive:** Exhibit flexibility and adaptability to work effectively in a low-barrier setting, where shifts in priorities and unplanned challenges may arise throughout the day.
- **Emotional Resilience:** Demonstrate resilience and strong emotional boundaries to manage high-stress situations and exposure to participants' personal challenges while maintaining professional conduct.

Training in PHC's specific de-escalation and crisis response techniques will be provided, and ongoing support is available to help staff navigate the demands of this environment.

**Minimum Qualifications:**

- **Required:** Valid Food Handler's certification, ServSafe credentials. Experience in a commercial kitchen. Word processing, E-mail, Basic telephone etiquette, internet, Excel spreadsheets
- **Preferred:** Experience in a non-profit organization

**To Apply: Please include the following:**

- A chronological resume without a personal photo
- A cover letter that states your background, skills, and abilities to align with this position.

Thank you for exploring an opportunity to be employed with us!

*PHC values diversity in its workforce and is an equal opportunity employer. BIPOC candidates are encouraged to apply.*