



Title: Community Meals Production Lead	FLSA: Non - Exempt
Hours: 40 hours a week, full time Monday – Friday including afternoons & evenings	Salary Range: \$18.00 – 21.00 hourly
Department: Kindred Kitchen	Reports to: Café & Community Meals Manager

Overview:

Housing Hope and HopeWorks agencies are the major non-profit developer of affordable housing and provider of human services in Snohomish County and Camano Island. Our mission is to promote and provide affordable housing and tailored services to reduce homelessness and poverty for residents of Snohomish County and Camano Island. We achieve this through a variety of interventions including social enterprises, children’s services, subsidized housing opportunities and services, employment, education and training services.

We are earnestly invested in dismantling the effects of systemic racism throughout Snohomish County and Camano Island. We are looking for people who are passionate about serving people. Dedicated professionals to assist in fulfilling our mission and advancing our commitment to diversity, equity, and inclusion throughout our communities.

The lead is responsible for leading the day-to-day kitchen operations including, food preparation and operational success of the Community Meals program, which follows USDA Child and Adult Care Food Program guidelines. This position will focus primarily on meal production, kitchen operations and assistance with program administration and compliance. This individual must have a high degree of commitment to food quality and safety standards. In addition, this position assists in on-the-job training and role modeling for employees and youth ages 16-24 around barista, basic food prep and customer service skills.

Benefits Package:

- Two medical plan options,
- \$1,500 Health Savings Account annual contribution to assist in medical, dental, vision, prescription costs and investment options
- Dental and Vision plan is under \$5 a month for employees Reasonable cost Dental and Vision plans for Families and Domestic Partners
- PTO Accruals and Annual Leave Benefit, first one after six month anniversary
- Flexible investing 403b Retirement Program with annual matching contribution
- Discount for childcare at Tomorrow's Hope Child Development Center
- Employee Assistance Program and Supplemental Insurance
- Core trainings and ongoing organizational development
- Dedicated Fun Hub Committee and discounted tickets to events
- After six month anniversary, two PTO holidays provided based on average work week

Essential Job Duties:

1. Prepare and execute all aspects of daily food production in a quick and efficient manner while maintaining a high level of product quality and CACFP compliance
2. Assure expert knowledge of CACFP and licensing requirements, including attending trainings and seminars throughout the program year
3. Responsible for ordering and inventory to ensure adequate stocking of ingredients and prepared food items; foster good vendor relationships and process invoices
4. Maintain clean, safe work environment and ensure food safety protocols are followed; ensure proper food handling and tracking of special diets
5. Effectively communicate production and product issues to Café & Community Meals Manager and team members
6. Responsible for opening and/or closing of kitchen as necessary
7. Create food costing and menu & recipe development compliant with USDA guidelines that utilize fresh, local produce and prioritize scratch production
8. Contribute to development of community meals systems including operations documentation, cost controls, and budgeting
9. Responsible for fostering good customer relationships with contract meals sites (College of Hope); oversee communication, ordering, and production of meals for on-site and off-site service
10. Coordinate food and nutrition education programming with Housing Hope and HopeWorks food services and training programs
11. Review monthly P&L reports with Café & Community Meals Manager
12. Assist with on-the-job training and role modeling for interns and fellow team members
13. Collaborate with the Lead Café Trainer to improve trainee outcomes
14. Be an ambassador for HopeWorks, Housing Hope & Kindred Kitchen missions

Non-Essential Job Duties:

1. Perform related duties as required
2. Drive for pickup and delivery as needed
3. Special events as assigned

Requirements:

- High School Degree or equivalent
- Minimum 3 years prior experience working in food service industry; managed food services or childcare food services experience preferred
- Interest in working in the childcare environment, producing a nutritious, diverse, and scratch-made menu
- Ability to perform the tasks outlined according to a daily schedule and according to safety and sanitation standards
- Demonstrated excellence in attendance and acting as a team player
- Strong organizational skills, attention to detail and good follow-through
- Basic computer skills and familiarity with Microsoft Word and Excel; email and calendaring preferred
- Willingness to learn other data tracking and ordering systems as well as USDA compliance regulations
- Successful criminal background check
- Negative TB test
- Valid WA State Food Handler permit

Preferences:

- Experience developing operations manuals and standard operating procedures
- ServSafe certified

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 and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitive movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.

- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general office environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state, or federal law.