

Bethlehem Inn Job Description

Job Title: Kitchen Operations Support
Department: Operations
Reports To: Kitchen Manager
FLSA Status: Non-Exempt
Prepared By: Director of Operations
Prepared Date: 12/12/24



UNDER NEW MANAGEMENT

Mission:

Bethlehem Inn, founded in 1999, is a community-supported emergency shelter dedicated to providing a safe, secure, and accountable environment. We aim to meet basic needs while helping individuals and families connect to community resources, empowering them to make life-affirming choices and progress toward self-sufficiency.

Our mission includes providing emergency shelter and meals in a supportive and secure environment. All staff members play a critical role in ensuring the safety, security, and success of our residents, staff, and volunteers. Flexibility, teamwork, and open communication are vital to achieving this goal and fostering a positive workplace.

Position Summary:

Are you driven by teamwork and thrive in a fast-paced kitchen environment? The Kitchen Operations and Support position ensures smooth day-to-day operations in Bethlehem Inn's commercial kitchen, focusing on inventory management, cleanliness, and meal preparation. This role works closely with staff and volunteers, following Oregon Health Department guidelines to maintain food safety and quality standards.

Essential Duties & Responsibilities:

(Includes the following though other duties may be assigned)

- Maintain cleanliness and sanitation in the kitchen, dining room, and storage areas.
- Ensure proper storage of all food, dishware, and equipment.
- Stock supplies in kitchen and dining areas, such as paper towels, soap, and disposable items.
- Assist the Kitchen Manager and volunteers with meal preparation and service, ensuring healthy meals are served efficiently.

Compliance & Safety:

- Adhere to Oregon Department of Health food handling and sanitation standards.
- Address kitchen or food production issues promptly.

Teamwork & Flexibility:

- Support other staff members as needed to maintain operations.
- Work hours vary based on meal schedules and program needs.

Professionalism

- Serve diverse populations with cultural sensitivity, empathy, and non-discrimination.

- Exhibit integrity, ethical behavior, and a sense of reasoned urgency.
- Communicate effectively, both verbally and in writing, with internal and external stakeholders.
- Demonstrate adaptability and resilience in a dynamic environment.
- Resolve conflicts constructively and maintain a collaborative spirit.

Planning, Coordination and Teamwork

- Provide coverage and assistance for team members in all tasks to as required to maintain continuity of services.
- Works as part of a team to find solutions and takes initiative in finding other tasks that need to be completed to assist other team members.
- Nurtures positive optimistic attitude in the staff and communicates a sense of mission to team
- Able to effectively multi-task.
- Able to follow rules, procedures and staff instructions
- Knows when to involve staff in various situations
- Forward thinking, plans ahead, has good time management

Minimum Qualifications:

(Qualifications applicant must possess in order to be considered for the position; possible exception if an applicant possesses appropriate substitute qualifications)

- Oregon Food Handler's Card (Obtained while working)
- Strong judgment, crisis management skills, and confidentiality.
- Reliable, punctual, and flexible to meet organizational needs.
- Proficiency in written and verbal communication.

(The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)

Preferred Qualifications:

(Qualifications which are desired in applicants, however applicants without these qualifications will not necessarily be excluded from consideration if they possess minimum qualifications.)

- Bi-lingual and / or Bi-cultural preferred.
- Work or human services experience working with special need populations, advocacy for low-income populations, experience working with and an understanding of culturally diverse groups.
- Knowledge of area community resources.
- Two (2) years of direct service experience, in food service environment
- Bilingual or bicultural abilities.
- Familiarity with community resources.

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.)

- Regularly required to use hands, reach, speak, and hear. Occasionally required to stand or walk. Vision requirements include close, distance, and color 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 work environment can be unpredictable, influenced by resident activity and external circumstances. Staff must act with patience and compassion, offering calm and stability to residents facing challenging situations. Adaptability and quick decision-making are critical.