JOB DESCRIPTION

Position: Kitchen Coordinator
Program: Guadalupe Homeless Project (GHP)
Status: Full-time, Non-Exempt (Evening minimum 30 hrs/week)
Reports to: Program Director

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth and families.

Key Responsibilities:
Shift: Monday-Saturday 4 p.m.-9 p.m.

- Supports and implements the Mission, Vision and Values of the Guadalupe Homeless Project at Proyecto Pastoral
- Responsible for coordinating areas of need in the kitchen (Volunteer groups, Food Prep, Clean-up)
- Assist in preparation of food when needed
- Notify staff of items that need to be replenished and restocked
- Responsible for helping to rotate perishable items at the end of the shift, to help eliminate food waste and to help insure fresh product
- Responsible for serving residents in a pleasant, efficient, courteous and professional manner
- Responsible for assisting with dishes, changing, cleaning and emptying of trash receptacles when needed
- Responsible for coming to work neat and clean in proper attire
- Responsible for other duties that may be assigned

Qualifications:
- Must be ServSafe Certified
- Openess to communicate with residents clearly and perform essential functions of job in a safe manner
- Communicates with others in a manner which creates respect and promotes teamwork
- Ability be culturally sensitive and to work in a variety of settings with culturally-diverse clients

Employee Organizational Responsibilities:
- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active and positive team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

Updated February 2022
Skills And Abilities:

- Flexible, resilient, self-starter with a good sense of humor.
- Ability to speak and write in Spanish.
- Should be able to do some lifting/unloading/moving of food supplies; lift food containers to refrigerator or stove; use basic kitchen equipment; maintain appropriate water temperature and food temperatures; determine cleanliness of food contact surfaces and kitchen areas; and assess the condition and quality of the food coming out. If anytime there is a question with any of these items, the Shelter Coordinator or Director should be notified.

To Apply:
Interested applicants should send resume and cover letter to vmeza@proyectopastoral.org

Statement of Non-Discrimination:
Proyecto Pastoral is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.