



**Abode Services** is a community based organization founded in 1988. Abode provides support services to individuals and families. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Alameda, Santa Clara, San Mateo, Santa Cruz, and Napa Counties.

Abode is seeking a **Kitchen Coordinator** to provide oversight to the kitchen operations and supervision of meal service program volunteers at Abode's Alameda County Homeless Shelter, Sunrise Village in Fremont. This is a full-time, nonexempt position reporting to the Shelter Manager.

**Responsibilities:**

- Develop and maintain cooperative and productive working relations with meal service program volunteers.
- Be on site and accessible to meal service program volunteers during meal preparation and service.
- Develop and implement acceptable clean kitchen and equipment program.
- Provide information and recommendations to the Shelter Manager regarding program evaluation and modifications to better meet needs of the kitchen, meal program, and inventory control.
- Ensure proper maintenance of kitchen, dining rooms, kitchen equipment, and storage pantri
- Maintain data quality control and reporting measures of food service program. Complete monthly meal report by the 3<sup>rd</sup> of the month.
- Control food inventory and program supplies.
- Shop for large quantities of program supplies 2-3 times monthly. Must maintain budget guidelines.
- Ensure resident's bag lunch program is prepared on a daily basis.
- Assist with stocking the food pantries at other Abode Services' sites.
- Plan and supervise cooking of meals when not provided by a meal volunteer group.
- Monitor and maintain the inventory, supplies, and condition of the kitchen. Ensure dining rooms and kitchen is stocked with necessary meal service supplies (plates, bowls, silverware, cups, etc).
- Develop and implement general kitchen, meal preparation, and serving and cleaning procedures.
- Handle food donations; utilize food grown in Sunrise Village garden.
- Purge kitchen refrigerators and food pantry at least twice a week, purge freezers once a week and additional food storage spaces 1-2 times a quarter. Ensure all expired and spoiled food is disposed of in a timely manner.
- Maintain acceptable standards of professional conduct.
- Attend outside meetings or training pertaining to the safety and well-being of the meal service program.
- Assist at the front desk as needed.
- Act as a member of a cohesive team. Maintain professional image.
- Conduct SafeServ trainings for volunteers and staff 1-2 times a quarter.
- Other duties as assigned by Shelter Manager.

**Qualifications:**

- High School Diploma required.
- 1-2 years' experience in customer services. Experience working with homeless, low-income, or other related social services preferred.
- Previous experience or training in a kitchen/meal service and janitorial services preferred.
- Ability to work independently with minimum supervision and as a member of a team.
- Ability to maintain confidentiality and handle multiple tasks.
- Must possess strong communication skills and ability to work with people from diverse backgrounds.
- SafeServ certification and SafeServ trainer certification is required (can be completed after hiring).
- Ability to work a flexible work schedule with evenings and some weekends required.

**Physical Requirements:**

Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel.

**Notice:** *This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**