

On Site Kitchen Manager – Shepherd’s House

The Mission of SHM

At Shepherd's House Ministries we have and continue to create a safe and healing environment where the Grace & Truth of Jesus Christ flows freely; where the hearts of men can be freed and transformed from the inside out.

Title: Division St, Bend-- On-Site Kitchen Manager

Status: Full-Time (40+ hrs per week)

Compensation: \$41,600 per year

Vacation/Sick Days: See Employee Handbook

Direct Supervisor: Food Service Director

Summary of Program

The SHM Men’s Long-Term Program is the cornerstone of our ministry. We believe that living openly and honestly within community is key to transformation. Both residents and staff dive deep into our culture of grace and truth in such a way that lives are transformed. Currently the program has the potential of housing 30 men and provide housing, food, clothing, and other resources to help facilitate this process. Every resident is given a discipleship partner, a counselor, a nurse, a mentor, and a sponsor so that wholistic recovery is possible. We have a dual diagnosis philosophy, meaning we address both the physical nature of addiction but also address the trauma and pain that drive these behaviors. The average amount of time residents stay with us is 18 months, yet they are family for life.

Summary of Position

We take a team approach to the work we do here. Although each staff member has certain responsibilities that he/she oversees, we all serve together and support one another so the work is accomplished.

The Kitchen Manager will work with/under the Food Service Director to provide healthy food and a positive work atmosphere at the Division St location. This includes receiving and implementing vision and direction from Food Service Director; planning healthy weekly menus; supervising day-to-day operations and cooking in the kitchen; keeping accurate records of food that is delivered, meal counts, etc; supervising staff and volunteers to ensure a healthy, positive kitchen environment; and maintaining excellence from a heart of love in all that we do. The Kitchen Manager is a vital piece at SHM, not only because it feeds those in the program, provides food for our guests and others in the community, but also because we recognize how much a healthy diet plays a crucial role in the recovery process. Helping those we serve understand and adopt healthy nutrition into their daily lives is an essential piece to physical and spiritual health, healing, and transformation.

Personal/Character Attributes

1. Build trusting relationships with those he/she serves by living openly, honestly, and authentically.
2. In all relationships and activities demonstrate a willingness to avoid mask wearing, conformity, disingenuousness, and judgment.
3. Investing in, and empowering co-workers through trusting, loving relationships.
4. Personally live openly what it means to:
 - a. Live fully in our identity as children of God.
 - b. Mature in Christlikeness by trusting God and others in all areas of life.
 - c. Live in relationships and protective love with residents and staff
 - d. Actively embrace and engage in the evaluation process; honestly communicating personal weaknesses, fears, faults – evaluating on successes, opportunities, life changes and decisions.

Scope of the Work

Our culture and philosophy is unique. We ask staff to be fully engaged with their whole person as we serve and love this family God has brought together. We strive to squelch any “us vs. them” attitude and instead allow ourselves to be loved by those we serve. The scope of the work flows from this spiritual posture, thus our day-to-day jobs are fluid, depending on what is most needed to love others well.

1. Be a team player as it pertains to projects and events within the Men’s Center
2. Have an open heart and mind as we collaborate as a team.
3. Be engaged in activities and classes.

Specifics Activities

1. Attending weekly meetings with Men’s Center staff (Fridays, 12:30-2pm)
2. Meet weekly with the Program Director
3. Attend weekly SHM Prayer and Training Meetings (Wednesdays, 10:30-12pm)
4. To be “boots on the ground” as needed. Our desire is to have staff present during the working hours of the program, thus 7:30am-4pm.
5. Self-Evaluation is an essential part of all we do. We ask that all staff attend and participate in self-evaluations (Monday-Friday, 9-10am)

Specific Responsibilities/Tasks

1. Responsible for the overall operation of the Division St kitchen: scheduling of personnel, meal planning, procurement of food, preparation of meals, service of meals, kitchen clean-up
2. Acquisition of donated and purchased food and other food service supplies under supervision and with the approval of the Food Service Director.

3. Coordinate food donor pick-up time schedule in conjunction with the Food Service Director.
4. Maintain accurate records for purchase and donated items, meal counts and other statistical information as requested by the organization.
5. Provide training, scheduling, supervision and preview of all on site food service workers and volunteers.
6. Work with Food Service Director to ensure compliance with all federal, state, county and city health department codes and standards regarding the food prep, service and storage areas. This includes but not limited to: Daily temp readings and logged accordingly; Cleaning and sanitizing daily, weekly and monthly; Proper handling of food served and clean-up.
8. Maintain records of inspections and report all findings to the Program Director.
9. In conjunction with the Program director, provide food service training opportunities for program participants.
10. Prepare and deliver food boxes for guests as needed
11. Responsible for the management of all recordkeeping: daily temperatures, health forms, meal counts, and monthly Neighborhood Impact statistics.
12. Work with Food Service Director to monitor and reorder non-food items connected with the kitchen and food services including cleaners, trash bags, mops, etc.
13. Work with Food Service Director to improve the quality of meals, educate staff and residents and ensure that three healthy meals per day are served.
14. Assist with coordination of special events including facilities and food.