



Resolving
Homelessness
Together

Housing Matters Kitchen Staff

Description

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to joining in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

Distinguishing Characteristics

Reporting to the Kitchen Manager, kitchen staff are responsible for maintaining a clean kitchen while prepping, cooking and providing meals for Housing Matters residential participants. The ideal candidate will be able to work alongside volunteers and be immersed in the day-to-day operations involved with running an institutional kitchen while practicing safe food handling standards and procedures.

Typical Job Duties:

- Preparing, cooking and serving meals. Food prepared must meet quality and Serve-safe standards for taste, temperature (doneness) and visual appeal.
- Use all equipment in a safe manner according to proper procedures – stove, tile skillet, kettle, convection ovens, can openers, knives, steam tables, ice wands, trash compactor, carts).
- Wash dishes and kitchen equipment.
- Taking inventory and checking orders that arrive from the warehouse; organizing storage.
- Following opening and closing procedures.
- Maintaining and following cleaning and sanitizing protocols to ensure a safe environment.
- Supporting shelter programs and day services; may occasionally be asked to assist with sanitizing showers in the event of staff shortage.
- More duties assigned

Employment Standards:

Proven Ability to/Thorough Knowledge of:

- Customer service skills
- Multi-tasking
- Working Independently and with a team successfully in a fast paced environment
- Communicate effectively in written and verbal formats
- Utilize basic computer skills
- Keep organized
- Lift 50 lbs

Ability to Learn/Some Knowledge of:

- Homelessness in Santa Cruz County

www.housingmatterssc.org



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- Housing Matters policies and procedures
- De-escalation communication techniques
- Institutional cooking experience (school cafeteria, prison, shelter) preparing food for large volumes of people preferred
- Properly operating kitchen equipment
- Kitchen cleaning and safety procedures
- Kitchen organizational skills
- Food handling
- Operate kitchen equipment properly
- Maintain a safe and clean environment
- Obtain ServSafe certification

Special Requirements:

In general, the following physical demands 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 allow differently-abled individuals to perform the essential functions of the job.

- Requires regular standing, walking, sitting, crouching, stooping, and communicating
- Requires manual dexterity for regular repetitive finger motion and frequently reaching, pulling, pushing and lifting of objects and operating equipment

Hours:

5 days/forty hours a week, schedule to be determined with other kitchen staff. Shifts are typically 11am-7pm or 6am-2pm. May require evenings, weekends and occasional holidays. Health Insurance and PTO benefits begin after a 30 day introductory period.

Housing Matters is an equal opportunity employer.

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