



## Morning Services Coordinator

Position Title: Morning Services Coordinator  
Department: Meal Services Program  
Reports To: Executive Director  
FTE: .825 (33 hours) Non-Exempt (Overtime eligible)  
Wage Scale: \$15-\$16/hour

### POSITION SUMMARY:

Blanchet House of Hospitality is seeking a Morning Services Coordinator to join our dedicated team serving housing and food insecure members of our community. Founded in 1952, Blanchet House is a nonprofit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our downtown Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and respectful environment for everyone in our community.

The Morning Services Coordinator is responsible for coordinating and promoting the safe, effective, and efficient operation of breakfast meal services and other morning activities at Blanchet House. This position supervises residential program participants and volunteers in their morning kitchen and Founder's Café services.

Eligible benefits include health/dental/vision coverage for the employee; participation in a Simple IRA program with employer match; parking and cell phone stipend; a work anniversary bonus; and generous Paid Time Off. Some benefits require employee contribution based on FTE.

This position requires the employee to work on premises; responsibilities cannot be fulfilled remotely.

### SCHEDULE:

Mondays 5:00AM – 2:00PM  
Tuesdays – Fridays 5:00AM – 11AM

### ESSENTIAL RESPONSIBILITIES:

- Promote a meal services culture and environment that exemplify Blanchet House's Mission, Core Values, and commitment to be a house of hospitality.
- Manage meal, clothing distribution, and other services as necessary.
- Promote and ensure compliance with all applicable food and kitchen safety and sanitation standards and regulations.
- Collaborate with Blanchet House staff members to promote effective food service production and preparation levels, as well as effective BOH and FOH execution by residential program participants and volunteers.

- Communicate with Blanchet House staff members about inventory, facility, and personnel needs for the morning meal service program.
- Support the intake of donated goods by promoting effective and beneficial relationships with donors and maintaining accurate records of donated goods consistent with established policies and procedures.
- Promote a safe, effective, and rewarding volunteer experience. Oversee and direct volunteers serving in the breakfast and morning services program, providing appropriate orientation, training, and instructions.
- Support Blanchet House sustainability efforts, including the organization's commitment to zero-food waste.
- Promote a kitchen and meal services experience that prioritizes the residential program participants' wellbeing, individualized recovery and wellness needs, and positive growth and development in essential life and professional skills.
- Promote a safe and compassionate meal services environment in which responses to issues and incidents are trauma-informed, culturally appropriate, and de-escalating.
- Provide program leadership and effective problem solving to promote services and operations.

#### **GENERAL RESPONSIBILITIES:**

Blanchet House staff members recognize that participating in a professional community and contributing to the organization's wellbeing are important elements of their relationship to Blanchet House. Staff members are expected to take active roles in Blanchet House's professional and programmatic culture in a variety of ways in addition to their essential responsibilities. Blanchet House staff members:

- Advance the Blanchet House Mission, our core values, and our commitment to be a house of hospitality.
- Participate in staff and committee meetings, Blanchet House's culture and community, and the day-to-day services of the organization.
- Represent Blanchet House with distinction, acting with the highest degree of professionalism, integrity, and confidentiality.
- Value compassion and respect for the dignity of others in their work.
- Promote the safe, healthy, and friendly experiences of all Blanchet House community members.
- Promote and help to maintain Blanchet House policies, regulations, and expectations.
- Complete all assignments in a timely manner as requested by supervisor.
- Develop and promote professional, collaborative, and collegial relationships, which includes interacting effectively with people from different cultures and experiences.
- Exhibit a growth mindset about best practices and work toward professional goals and development; learn from and build on diverse cultural and community perspectives and experiences.
- Represent Blanchet House at community or public events.

#### **QUALIFICATIONS:**

In addition to the ability to effectively perform the Essential and General Responsibilities of this position:

- High School Diploma or equivalent; earned bachelor's degree, or higher, from an accredited institution of higher education preferred.
- Applicants with three-plus years of effective nonprofit or other service-oriented experience, preferred.
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work with colleagues and other Blanchet House community members.

- Ability to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.
- Possesses insight pertaining to personal biases and worldview and how they may interfere with effectively working with individuals representing a variety of cultural, ethnic, language and life experiences.
- Ability to work with, direct, and serve others with compassion and respect for their dignity.
- Ability to work with minimal supervision with considerable latitude for independent judgment and actions in day to day operations.
- Ability to work effectively in a trauma-informed environment and with individuals in a recovery or self-improvement program.
- Excellent attention to detail and the need for precision and diligence in one's work.
- Ability to multi-task, prioritize, and manage time effectively.

**SUPERVISORY RESPONSIBILITIES:**

Supervise residential guests and volunteers in the performance of their meal services duties and responsibilities.

**WORKING CONDITIONS:**

As a human services agency, Blanchet House provides essential services in response to the COVID-19 crisis in our community. Employees are expected to follow the organization's COVID-19 protocols and to take all necessary, mandated, and recommended precautions to keep themselves and others in our community safe and healthy.

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Employees must be able to safely and successfully work in this environment and with marginalized, vulnerable community members.

**PHYSICAL DEMANDS:**

Physical requirements are consistent with physical duties required of food service and donations personnel, including long periods of standing, walking, and the lifting/transport of items weighing of up to 50 pounds.

**Interested applicants should send a resume to [careers@blanchethouse.org](mailto:careers@blanchethouse.org). No phone calls please.**

Background check, drug screen, and proof of authorization to work in the United States required prior to hire.

*Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex, pregnancy), national origin, disability, age, gender identification, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices.*