



Blanchet House of Hospitality

Serving our housing & food insecure communities

Job Announcement: Kitchen Supervisor (morning shift)

Starting Wage: \$27/hour

Part-time (30 hours/week), non-exempt, overtime eligible

Schedule: Mon-Fri, 4:30 – 10:30 AM

Department: Kitchen & Meal Services

Reports to: Executive Chef

ABOUT THE ROLE:

This position is a unique opportunity for the right candidates to combine their experience in kitchen operations and food service with a mission-driven role supporting people experiencing food insecurity and providing valuable training to Blanchet House residents serving in the kitchen. The Kitchen Supervisors are responsible for supporting the safe, effective and efficient operation of food services at Blanchet House. They will support training and oversight of residents serving in the kitchen, delegating resident duties as determined by the Head Chef on duty. Kitchen Supervisors will also oversee processing incoming food donations and managing inventory, and will assist in food preparation and cooking as required.

BLANCHET HOUSE:

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 takes pride in providing a safe, healthy, and respectful environment for everyone in our community.

OUR PROFESSIONAL COMMUNITY:

Blanchet House staff members foster a professional community and contribute to the organization's well-being. Staff members take active roles in Blanchet House's community and culture in a variety of ways in addition to their essential responsibilities. They advance the Blanchet House mission, our core values, and our commitment to be a house of hospitality.

Blanchet House staff members act with the highest degree of professionalism and integrity. They value compassion and respect for the dignity of others in their work; and they promote the safe, healthy, and friendly experiences of all Blanchet House community members. They respect and support appropriate personal and professional boundaries.

Blanchet House staff members develop and promote professional, collaborative, and collegial relationships to the benefit of one another, our organization, and the communities we serve. Staff members exhibit a growth mindset about professional goals and growth. They respect and work effectively with people from different cultures and with different perspectives and experiences. They are open to learning how unconscious bias may affect how we interact with individuals representing a variety of cultural, ethnic, language, and life experiences.



YOUR STRENGTHS:

- Able to work with, direct, and serve others experiencing complex issues with compassion and respect for their inherent dignity.
- Able to work effectively in a trauma-informed environment and with individuals in a recovery and self-improvement program.
- Cultural competence to understand and value clients' unique perspectives and experiences.
- Exceptional listening and coping skills.
- Flexible and collaborative with an ability to reach consensus and respect differing points of view.
- Able to exercise sound independent judgment and initiate/complete tasks with minimal supervision.
- Appreciation for how your responsibilities support and affect your colleagues' work and the organization as a whole.
- Organization and time management - to prioritize and work on multiple projects to completion.
- Able to solve problems and navigate challenges successfully.
- Excellent attention to detail and the need for accuracy and conscientiousness in your work.
- Strong sense of responsibility, commitment, and follow through. You are dependable.
- Excellent interpersonal skills including showing a positive, supportive, and friendly attitude.
- Capable of keeping sensitive, personal, and confidential information private.
- Willing to learn new things and keep an open mind.

THE POSITION

DAY-TO-DAY:

- Oversee and coach Blanchet House residents serving in our work-renewal program, during which they perform FOH and BOH roles including food prep, donation processing, dishwashing, cleaning, and supporting café meal service.
- Lead volunteers assigned to the kitchen during meal service and volunteer prep shifts, ensuring a positive and impactful volunteer experience.
- Assist in food preparation and cooking as required and monitor kitchen needs and communication with café front-of-house staff during meal services.
- Oversee the processing of donated food, assessing what to keep and redonate, and manage inventory consistent with established policies and procedures.
- Ensure proper food and kitchen safety and sanitation.
- Promote efficient food service preparation through effective BOH and FOH execution and communication.
- Supervise cleaning of the kitchen, café, garage and dry food storage alongside residents and staff.
- Promote a safe, effective, and rewarding volunteer and resident experience. Provide volunteers and residents serving in the kitchen with appropriate training and instructions.
- Ensure the proper operation, cleaning, and maintenance of kitchen and café equipment.
- 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' well-being and progress in the residential program.
- Promote a safe and compassionate meal services environment in which responses to issues and incidents are trauma-informed, culturally sensitive, and de-escalating.



BIG PICTURE OPERATIONS:

- Role model positive community standards and uphold Blanchet House core values.
- Interact with residents in ways that are trauma-informed, positive and uplifting, and with sensitivity to their lived experience. This includes when interactions involve disagreements, conflicts, or violations of Blanchet House policy, rules, or expectations.
- Respect confidentiality at all times (confidentiality should be tempered with sensitivity to the well-being and safety of other residents, Blanchet House staff and volunteers, and the organization).
- Promote and protect the confidentiality, privacy, and security of volunteer and donor information, Blanchet House financial accounts, and other data and digital systems, portals, and platforms.
- Be knowledgeable of Blanchet House emergency procedures and how to respond in the event of a crisis or emergency, including a medical emergency.
- Participate in Blanchet House's culture and community and the day-to-day services of the organization.
- Provide program leadership and effective problem solving to promote effective operations.
- Demonstrate understanding as to how your responsibilities support and impact colleagues and the organization as a whole; take direction effectively; seek consensus with colleagues.
- Support Blanchet House's sustainability efforts and commitment to zero-food waste.
- Support in-kind and financial donations by promoting effective relationships with donors.
- Help to maintain Blanchet House policies, procedures, and expectations.
- Attend staff meetings and training, which may occur outside regular hours. This time is compensated and overtime eligible.

QUALIFICATIONS:

In consideration of other applicable experience or training, Blanchet House will consider relevant work experience, volunteering, education and training, and transferable skills.

- Proven experience in kitchen management or a similar supervisory role within a restaurant setting.
- Strong knowledge of food service management principles, including food handling and production techniques.
- Excellent leadership skills with the ability to manage shifts effectively while motivating staff.
- Ability to work in a fast-paced environment while maintaining attention to detail.
- Flexibility to work various shifts as needed, including evenings and weekends.
- Basic cooking skills
- Professional or lived experience working with individuals experiencing homelessness or food insecurity. Understanding of mental health and addiction-related issues a plus.
- Ability to effectively contribute to a professional environment and work with the highest regard for confidentiality and appropriate professional boundaries.
- Ability to work effectively in a trauma-informed environment and with individuals in a recovery or self-improvement program; ability to work with, direct, and serve others with compassion and respect for their dignity.

OUR BENEFITS:

Eligible benefits include: health/dental/vision coverage for the employee; Canopy Employee Assistance Program (incl. household members); Simple IRA program with (up to) 3% employer match; generous Paid



Time Off/Paid Holiday benefit (>5 weeks in Year 1); enhanced pay opportunities on holidays; paid professional development; anniversary bonus; cell phone stipend; free meals and parking at Blanchet House.

OUR ENVIRONMENT:

Many Blanchet House clients experience physical and/or mental health disabilities, mental health and/or addiction crisis, and trauma. Blanchet House also serves a diverse community, and we serve regardless of an individual's race, ethnicity, religious/faith, gender, sexual orientation, or gender identity. Employees must be willing and able to safely and successfully work in this environment and with marginalized, vulnerable community members.

SUPERVISORY RESPONSIBILITIES:

While this position has no direct reports, this staff member is responsible for the effective supervision of residents and volunteers working in the kitchen.

PHYSICAL DEMANDS:

Physical requirements are consistent with physical duties required of facilities and donations personnel, including the lifting and transport of materials weighing up to 100 pounds, stooping, bending, kneeling, climbing stairs and ladders, and other physical activity associated with the lifting/transport (push, pull, move boxes, sacks, and carts) of large quantities of food and supplies.

INTENTIONAL EQUITY:

Blanchet House is committed to advancing equity and justice in our organization and in our community. This commitment inspires the Blanchet House staff to:

- Be intentional in our work toward equity and inclusion.
- Work toward a deeper understanding of the historical, systemic, and contemporary structures and actions of racism and other forms of discrimination, prejudice, and bias.
- Achieve a great understanding of and work toward correcting our own implicit biases.
- Continually identify inequities, eliminate barriers, and innovate our practices to better serve each other's experiences and needs.
- Staying engaged in the pursuit of equity and consistently seeking to repair and improve our understanding, practices, and services where we fall short.

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

Interested applicants should send a cover letter and resume to careers@blanchethouse.org.

No phone calls please.

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.

Job descriptions are a summary of a position's duties and responsibilities. They are descriptive in nature and do not necessarily define every function of a position.