

Job Title: SPIN Café Food Service Coordinator – Part Time

Job Location: 658 SE Bayshore Drive, Oak Harbor, WA and Various Commercial Kitchens In The Oak Harbor Area.

SPIN Café is a volunteer community engagement organization dedicated to **Serving People In Need (SPIN)** through free meal service, vocational training, an open drop in center and resource distribution and referral. The SPIN Café is hiring a **Part Time Food Service Coordinator** for our meal service program, Tuesday and Thursday of each week.

Job Summary: The food service coordinator is responsible for planning, purchasing, and preparing well-balanced meals every Tuesday and Thursday weekly, including holidays with the exception of Thanksgiving, when we are closed. In addition, the food service coordinator will periodically be called upon to prepare food for fundraisers and special events (approximately 9 events annually) SPIN's meal program works like a catering kitchen with food prepared offsite and transported in each meal service.

Starting salary: Depends on experience

Application deadline: January 8th, 2018

Duties and Responsibilities:

1. Plan in advance, nutritious, well balanced, budget conscious menus for our free meal program
2. Shop for ingredients and supplies
3. Ensure that regulation food safety procedures are observed in all elements of food preparation, transportation, and storage.
4. Coordinate, schedule, train and supervise volunteers who are part of the meal preparation team; this includes working with persons with disabilities, mental illness or criminal history
5. Coordinate the schedule of commercial kitchens that are used for meal preparation
6. Observe the policies and procedures of the various kitchens when preparing meals
7. Prep food for cooking or storage
8. Cook food for serving or storage
9. Thoroughly sanitize and clean entire cooking area, before during, and after each meal preparation
10. Work with fellow staff to maintain an orderly and clean food storage area including refrigeration and freezer storage, disposing of expired food as needed
11. Understand First In First Out food management practices
12. Receive and document "in-kind" food donations
13. Transport Food for prep from SPIN to kitchens, and transport finished meals back to SPIN prior to 4:00pm each day
14. Track volunteer participation
15. Maintain a weekly list of foods needed for meal service
16. Submit a food service report to board monthly
17. Participate in staff meetings monthly
18. Participate in training opportunities as they arise

Qualifications:

The ideal candidate will have the following:

1. Experience working in a supervisory role in the food service industry
2. Experience planning and preparing food for 50-100 people
3. Valid Food Worker Card and ability to ensure safe food handling practices are followed at all times
4. Experience working as a vocational coach for persons with disabilities
5. Sensitivity to homeless people, persons with disabilities and the elderly and their situations
6. Work history that demonstrates reliability, dependability and flexibility
7. Work or volunteer history that demonstrates ability to interact and communicate with others including interviewing, training, scheduling, supervising and coordinating volunteers
8. Ability to communicate with and work effectively with people with mental illness, disabilities, drug dependency issues and those with a history of incarceration
9. Support and uphold the mission, beliefs and values of the SPIN Café
10. Ability to work independently and as a member of a team
11. Demonstrate the necessary attitudes, knowledge and skills to work effectively in multi-cultural situations
12. Technical ability to use google products (time and volunteer tracking) and social media to generate food donations
13. Ability to lift 35-50 pounds
14. Ability to provide or arrange reliable transportation of food from prep kitchen to SPIN Café
15. Creativity in incorporating a wide variety of produce and other food products into meals

Interested persons should complete the employment application, which can be downloaded at spincafeoh.org, along with a resume and 3 work references. Applications and resumes can be submitted electronically via email to spincafeoh@gmail.com or mailed to SPIN Café, PO Box 2438, Oak Harbor, WA 98277.

PLEASE DO NOT DROP OFF APPLICATIONS AT SPIN CAFÉ.

SPIN Café is a drug and alcohol free work place. A criminal background check is required prior to employment.

Please direct any questions to Vivian Rogers Decker at spincafeoh@gmail.com