



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Kitchen Assistant - Covid-19
Department/Program:	Operations/Kitchen
Compensation:	\$15.00 hourly
Benefits:	Sick leave can be used on the 91 st day of employment. Sick leave accrues at the rate of 1 hour of sick leave per 30 hours worked, per state law.
Employment Status:	Part-Time at 60% FTE. Non-Exempt. Temporary (limited duration, not to exceed 1,000 hours), during the Covid-19 crisis – At least through December 31, 2020 and possibly through March 31, 2021.
Hours:	General working hours are 9am-5pm Monday and Thursday and 9am-12pm Tuesday and Friday. No Wednesday hours
Reports To:	Kitchen Manager
Job Location:	Portland, OR
Created/Revised:	August, 2020

Position Description:

This position is responsible for working as a member of the kitchen team to ensure healthy, nutritious meals are prepared and delivered to Elders, students, and their families during the Covid-19 crisis. This position is expected to maintain a high standard of professionalism, confidentiality, and esteem building interactions with clients, staff, and agency partners in accordance with NAYA Family Center’s personnel policies. This position primarily provides support for meal preparation and delivery.

Essential Functions:

- Responsible for food preparation, packaging, clean up, and general upkeep of the kitchen
- Report directly to the Kitchen Manager
- Able to pack and deliver meals to NAYA families
- Participate in kitchen recycling and composting efforts
- Maintain good relationships with agency staff, vendors, and community members

Additional Duties:

- Other duties as assigned by Kitchen Manager
- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism at community events and other public relations opportunities
- Work as an active member of departmental team
- Contribute to fostering a safe and secure environment for community members and staff

NAYA Family Center | Position Description: Kitchen Assistant - Covid-19

Qualifications:

- Knowledge of procedures and equipment used in the storage, care, preparation, cooking and packaging of food in large quantities.
- Knowledge of kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas.
- Willingness to participate in kitchen recycling efforts.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

Certifications/Credentials:

- Current Oregon Food Handler's Card
- Driver's License

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Experience using commercial kitchen equipment

Skills:

- Ability to safely use a knife
- Ability to use, or willingness to learn to operate commercial kitchen equipment
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
 - Communication skills, active listening,
 - Ability to read packing lists
 - Follow Map Quest or Google Maps

Work Environment: 70% kitchen, 30% Deliveries

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- Maintain sanitary and safe measures in accordance with health department requirements when operating, cleaning, and caring for kitchen utensils, equipment, and the overall work area
- The employee must occasionally lift and/or move up to 30 pounds.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Knives, Convection Oven, Gas Stovetop, Automatic Dishwasher, Mixer, and/or Food Processor.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf for more information)

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled.

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260