



Native American Youth and Family Center

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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 Manager
Department/Program:	Office of the Chief Operating Officer/NAYA Enterprise
Compensation:	\$52,000 - \$60,000 annually; Commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Supervision:	Supervise Employees, Interns, and Volunteers
Reports To:	Chief Operating Officer (COO)
Job Location:	Portland, OR
Created/Revised:	March, 2022

Position Description:

We are looking for an enthusiastic, culturally rooted individual with a desire to work in a community oriented, rewarding atmosphere. We are currently seeking a candidate to fill our Kitchen Manager position. This position will manage our Food Services team in providing healthy, nutritional meals for Elders, students, and Community, which will include preparation and serving of Traditional Native American dishes/cuisine. The manager will oversee meal preparation and presentation for large events, small scale catering for administrative meetings/trainings, etc. as needed, and adhere to health and sanitation standards. This position is 60% in the kitchen/office and 40% on administrative duties (including ordering food and supplies, tracking purchases, and kitchen compliance to health and safety standards).

Essential Functions:

- Managing all aspects of meal preparation, clean up, and general upkeep of the kitchen
- Developing a monthly menu for Elders, Many Nations Academy high school, Early Head Start, after school programs and seasonal camps and other programming as required; menus often need to be submitted to necessary compliance agencies and COO, upon request
- Ordering all food and supplies while adhering to an approved budget
- Maintaining accurate inventory of all kitchen supplies and foods purchased and/or stored in a method to maintain in good standing with department of health
- Developing, maintaining, and cultivating good relationship with vendors and outside community
- Hiring, training, leading, and evaluating kitchen staff, interns, and volunteers,

Additional Duties:

- Additional Kitchen Manager Duties:
- Maintaining a culturally specific, trauma-informed kitchen environment that welcomes elders, students, staff, and the urban Native community

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Additional Duties continued:

- Preparing reports and documents as needed for the Oregon Department of Education, Multnomah County, the USDA and other regulatory and compliancy agencies,
- Participating in program training as mandated by local, state, and federal entities
- Conducting compliancy and procedures training for kitchen team and program staff using kitchen services
- Other duties as assigned by COO
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - 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 and NAYA's leadership team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- High School Diploma Required, Associate's or Bachelor's Degree in Culinary Arts preferred but not required; a combination of equivalent education and experience may be an acceptable substitute
- 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:

- Certification (or ability to certify) and ability to maintain certification of a Multnomah County Food Handlers Permit
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

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
- 5+ years of culinary experience,
- 2+ years of kitchen management experience preferred, supervisory or other kitchen/food service leadership experiences acceptable
- Demonstrated employee supervision and leadership experiences
- Demonstrated communication and collaboration skills
- Demonstrated ability to work well under pressure and troubleshoot situations

Skills:

- Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking and dispensing of food in large quantities,
- Excellent verbal and written communication skills including active listening skills,
- Knowledge of kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas,
- Knowledge of methods of adjusting standard recipes by reducing or increasing the proportions to meet current production needs

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Skills continued:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 85% office/kitchen on site, 15% outside office including travel time. A small percentage of the position may happen through telework (video conferencing and telephone) during the COVID-19 crisis.

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.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.
4. Successful completion of a DHS Background Check Unit

Application Procedures: NAYA is excited to bring on the new Kitchen Manager in June of 2022, with the goal of starting a new candidate on June 14, 2022 which will allow for cross-training with the current manager.

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

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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
E-mail: hr@nayapdx.org