



Food Services Supervisor

Department: Kitchen | Reports to: Operations Manager

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result, protecting the community.

Our Position:

We are seeking an individual with a passion for providing high quality service in a residential setting to fill a full time **Food Services Supervisor** position. The Food Services Supervisor oversees the kitchen department at NWRRC and plans, organizes and participates in the preparation, cooking, and serving of breakfasts, lunches and dinners. The Supervisor recognizes that all residents have a right to nutritious and sufficient food.

Responsibilities:

Leadership/Supervisory:

- Serves as a positive role model who is motivating and inspiring to the team, as well as to other areas of the organization.
- Hires cooks or kitchen assistants and oversees their training in proper food preparation techniques, sanitation, safety and work place requirements.
- Available 24/7 to supervise and ensure kitchen is staffed to provide and serve all daily meals, 365 days a year.
- Supervises the work product and service from kitchen staff.
- Conducts performance evaluations that are timely and constructive.
- Handles the disciplinary process and termination requests of staff timely, appropriately and in accordance with policies.

Duties/Responsibilities:

- Oversees the operations of the kitchen, ensuring that food is prepared safely, efficiently and according to specifications.
- Participates in all areas of kitchen operation, including but not limited to prep work, cooking, serving, cleaning, dish washing, food ordering, and inventory.
- Ensures the kitchen runs in accordance with all applicable health, safety and hygiene codes and standards of authorities having jurisdiction, including the FDA Food Code and local health services and codes. Including but not limited to kitchen equipment, the security of cutlery and sanitary conditions of the dining area. Ensures necessary documentation is completed.
- Plans and supervises meals using updated menus and recipes in order to provide appealing meals that meet standards for balanced nutrition value, calorie content and variety. Collaborates with staff and consults with licensed nutritionist for menu review and approval.

- Plans for special meals and accommodations to meet applicable therapeutic and religious dietary needs of the resident population.
- Monitors food service budget, delivery invoices, pantry stock/inventory of food and ingredients, dishes, equipment so as to have sufficient food (while also minimizing spoilage and waste) and serving items are on hand and to control cost.
- Maintains and inspects kitchen equipment and utensils, recommending repairs or replacements as needed.
- Communicates issues and coordinates food service activities with the Operations Manager. Recommends changes and major purchases as appropriate.

Qualifications:

The Food Services Supervisor shall have an appropriate degree OR certification in food service as well as cooking and managerial experience to plan and execute meals in a residential setting without supervision. The Supervisor must have demonstrated knowledge and experience in materials and methods of preparing food for large groups, including nutritional meal planning, food values, quality and quantity control, proper food combinations, and equipment capability. The Supervisor must be able to lead, train and supervise personnel.

Oversight shall be provided by the Operations Manager. The Supervisor shall have daily discretion to select menus, recipes and cooking techniques which meet the requirements of the authorities having jurisdiction.

The Food Services Supervisor must be available 24/7 to supervise and fill in shifts as necessary to ensure kitchen is staffed and operating as necessary. The kitchen generally operates between the hours of 6:00 AM to 7:00 PM all days of the week.

- Certificate: Valid Oregon Food Handlers Certificate required.
- Availability: Ability to meet the demands of the facility and available to work on short notice. This includes mandatory availability to work mornings, afternoons, evenings, weekends, and holidays.
- Clearance: Must participate in our pre-employment screening process, including a Federal background check and drug test (includes the use of marijuana, a Schedule I drug under federal law).

Environment:

The performance of the Food Services Supervisor provides a foundation for the daily routine of both residents and staff. Residents often rate their daily experience on the quality of the food service program especially when facing the difficult challenges of finding work, maintaining work or locating transitional housing. In addition, the food service and sanitary requirements of both County authorities and the Bureau of Prisons must be met for NWRRC to remain a viable program. Failure to meet these requirements would overshadow any programming successes.

The Food Services Supervisor and Cooks encounter many of the same stresses as line correctional or administrative staff in serving a correctional client population. Failure by residents to perform chores or resident health difficulties adds stressors in the work place. Occasional behavioral problems must be anticipated. Kitchen staff must be able to regularly rely on Security, Case Managers or Administrative staff to assist in locating adequate resident helpers or to control problematic behaviors in the kitchen or dining area.

Physical Requirements:

The methods of performing the functions of this position generally require the following physical demands: lifting, carrying, pushing, and pulling items up to 10 pounds regularly, 20 pounds frequently, and 50 pounds infrequently; lifting from floor to shoulder regularly and overhead infrequently; frequent balancing, stooping, kneeling, and crouching; fine finger dexterity, such as using hands and fingers for chopping; and repetitive

movements. Generally, the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Perks:

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- Industry competitive wages with the potential for generous merit-based increases
- A supportive environment where growth is promoted
- Generous time off, including PTO, vacation and sick time
- Employer-funded SEP-IRA retirement plan (after 1 year); NWRRC currently contributes 7% of your gross wages
- 100% employer-paid medical and dental insurance premiums
- Tuition assistance, fitness center subsidy, and a free daily meal!

How to Apply

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Email your submission to Jessica, HR Specialist, at jessicad@nw-rrc.org.

Thank you for your interest in joining our team!

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