JOB POSTING

<table>
<thead>
<tr>
<th>Title:</th>
<th>Kitchen Coordinator</th>
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<tbody>
<tr>
<td>FLSA Classification:</td>
<td>Non-exempt</td>
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<tr>
<td>Pay Range:</td>
<td>$24-$26 per hour (or $49,000 - $52,000 per year)</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>June 2023</td>
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Overview

Who We Are
The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing and other essential support services at our facilities in Seattle, WA and Anchorage, AK. We are a nurturing staff that is dedicated to offering compassionate care to our families while they call the Ronald McDonald House home. RMHC has been in existence in Seattle since 1983. Since then, we have provided housing and caring support to thousands of families with children experiencing medical crises. We started out small, but over the years have grown and now serve 105 families per night. At the House, each of these families finds comfort, support, and hope as they navigate their child’s medical crisis.

Who you are
The best fit for this role is someone who enjoys cooking and creating menus, is good at organizing kitchen spaces, and has a strong base of culinary knowledge and food safety. The Kitchen Coordinator must be diplomatic, comfortable giving directions, resourceful, and enjoy working with people, especially volunteers.

JOB SUMMARY
The Kitchen Coordinator is the on-the-ground support for the volunteer-staffed Family Meal Program at two kitchen locations on the RMHC campus. The Kitchen Coordinator assists the Lead Kitchen Coordinator in creating recipes and menus for volunteers who plan and cook meals at the House and also supervises these groups while cooking. This position is responsible for the purchase of food for meals and for our food pantry. When there is not a volunteer group scheduled to cook, the Kitchen Coordinator plans, prepares, and cooks the meal alongside the Lead Kitchen Coordinator. This position will work closely with the Meal Program and Activities Manager and the Lead Kitchen Coordinator and reports directly to the Director of Volunteer Programs. This is a full-time non-exempt position working Monday – Friday 8:30-4:30 (with some flexibility) and the occasional Saturday or Sunday from 12:30-4:30.
PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assist in planning daily, weekly, and monthly food orders within well-established guidelines; review recipes and menus and estimate needed ingredients and time required for food preparation.
- Assist in training and supervising volunteers in the kitchen.
- Operate and maintain a variety of commercial food services appliances and equipment such as slicers, large mixers, graters, grinders, pack-out machines, and knives in a safe and sanitary manner.
- Ensure organization, cleanliness, and sanitation across two Volunteer Kitchens and other Meal Program spaces.
- Assist in updating, adding, and improving menus as needed.
- Provide onsite support to volunteer meal groups while enforcing critical food safety standards.
- Greet volunteer groups on arrival and ensure mandatory paperwork is completed prior to volunteer engagement.
- Manage food and supplies for the breakfast buffet; prepare items when needed. Set up & take down buffet as needed.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change with or without notice.

ESSENTIAL SKILLS AND ATTRIBUTES

- Comfortable making meals for large groups of people
- Ability to solve problems and resolve conflicts quickly and effectively.
- Ability to assist in the creation of systems and processes to increase productivity and organization.
- Flexibility and able to adapt quickly to changing priorities.
- Ability to work independently while collaborating with a team.
- Ability to effectively communicate verbally and in writing. Strong interpersonal skills using tact, patience, and courtesy.
- Basic menu planning and nutritional principles.
- Basic recordkeeping and inventory control.
- Computer proficiency including email and Microsoft Office.
- Meet the physical requirements necessary to perform the required duties safely and effectively.
- Establish and maintain effective working and cooperative relationships.
- RMHC requires all employees to be fully vaccinated against COVID-19.
- Face masks are required.

Education/experience

- Bachelor’s degree in a related field or equivalent experience.
- Experience working in food service and meal planning.
- Experience managing individuals and groups in a non-profit organization.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing for extended periods of time.
- Hearing and speaking to exchange information.
• Lifting, carrying, pushing or pulling moderately heavy objects.
• Dexterity of hands and fingers to operate foodservice equipment.
• Reaching overhead, above shoulders and horizontally.
• Bending at the waist, kneeling or crouching.
• Seeing to monitor food quality and quantity.

Hazards
• Exposure to very hot or cold foods, beverages, equipment, and metal objects.
• Working around knives, slicers and other sharp objects.
• Exposure to cleaning chemicals and fumes.

Licenses and Other Requirements
• A valid Washington Driver’s License and evidence of appropriate insurance.
• Valid ServSafe certificate or WA State Food Handlers License.
• Employees must participate in available training and complete required continuing education/training hours to meet USDA professional standards.

Here’s why you’ll love working at RMHC:

Amazing People – We are a collective of dedicated nonprofit professionals, direct service family advocates, social workers, and bilingual housing and facilities teams that make the RMHC House a home away from home.

Caring Environment – Our House is a community where our nurturing staff support and provide services for families who are experiencing unique pediatric medical episodes in their lives; our House sparks joy and celebration to help lighten the heaviness of enduring medical treatments.

Great Location – Our House is nestled in the beautiful Laurelhurst neighborhood of Seattle, WA along the Burke Gilman trail and a short walking distance from Seattle Children’s Hospital.

Robust Benefits – RMHC offers generous paid time off that includes 10 paid holidays, 12 sick days, 2 personal days and vacation per our schedule and DOE, 100% employer-paid medical/vision and dental plans, life insurance, and 401(k) retirement savings with an employer match.

Strong History – A Home Away from Home: RMHC of Western Washington and Alaska was established in 1983 with its first House opening in Seattle and serving 22 families. Today we have three facilities in Seattle, including 10 Bone Marrow Transplant Apartments with a total of 105 rooms. Our Anchorage House in Alaska has 34 rooms and is nestled on the 6th floor of the Alaska Native Medical Center’s patient housing. Patients include expectant mothers with high-risk pregnancies as well as pediatric patients and their families.

HOW TO APPLY

To respect the time of our applicants and reduce barriers, we do not require a cover letter. However, we would appreciate a paragraph sharing your understanding of the position and why you are interested in it. We will accept resumes on a rolling basis until the position is filled.

Please submit your materials to hr@rmhcseattle.org
Ronald McDonald House Charities of Western Washington & Alaska is an equal opportunity employer. We value a diverse workforce and strongly encourage applicants of all backgrounds to apply, regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression or disability.