



## Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

### Position Description – *Temporary Kitchen Assistant*

<b>Position:</b>	<b>Temporary Kitchen Assistant</b>
<b>Department/Program:</b>	Employment, Housing and Community Development (EHCD)
<b>Compensation:</b>	Starting rate is \$10.00 and (Benefits prorated by FTE Percentage)
<b>Employment Status:</b>	Temporary (limited duration, not to exceed 1,000 hours), Part-time, 25 hours per week, non-exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Catering Manager and/or Director of Employment, Housing and Community Development
<b>Job Location:</b>	Portland, OR

**Position Description:** This position is part of the Employment, Housing and Community Development Department (EHCD) and will work with the NAYA Family Center kitchen and Nawitka Catering enterprise. Under the direction of the Catering Manager and/or the Director of Employment, Housing and Community Development, this position is responsible for working as a member of the kitchen team to ensure healthy, nutritious traditional Native American meals and other fine cuisines are prepared and served to students and clientele. 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 for large events, catering orders, and student breakfasts and lunches (60%). The balance of the time the position will deliver meals to other schools and customers as required (40%).

#### Essential Functions:

- 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
- Responsible for preparing meals for both schools and catering clients, cleaning the kitchen on a daily basis, and ensuring overall maintenance of the kitchen and supplies
- Support the development of an inventory system and aid the Food Service Manager in maintaining that system by providing accurate, timely inventory of all food purchased and stored
- Maintain good relationships community members, catering clientele, and vendors to ensure overall success of the Nawitka Catering enterprise
- Develop an understanding of kitchen procedures and ensure that procedures are followed when using equipment and tools that store, prepare, and dispense food in large quantities.
- Assist in the scheduled delivery of meals

#### Additional Requirements:

- Participation in the creation and ongoing maintenance of the NAYA Family Center garden
- Other duties as assigned by Director of Employment, Housing and Community Development.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.

**Qualifications and Skills:**

- A minimum of one year of work experience in performing the essential functions of the position as set forth above, or in other food service industries
- Demonstrated ability to understand and follow both oral and written directions
- Excellent verbal and written communication skills as well as the ability to actively listen
- Demonstrated ability to communicate effectively with people from different backgrounds and with diverse communication styles
- Ability to work with diverse populations, specifically the urban Native population, including 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.

**Education/Experience:** High school diploma and/or equivalent work experience

**Work Environment:** 60% kitchen and food preparation, 40% delivering meals.

**Physical Requirements:** lifting a maximum of 50 pounds, sitting for extended periods of time.

**Equipment Used:** Industrial kitchen equipment, assorted gardening equipment, computer with basic email function, phone, and fax

**Safety Considerations:** Some travel may be required.

**Other Requirements:** Valid Drivers License, successful completion of a background investigation, must have a current Food Handler's card, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php> or by contacting the office.

**Application Deadline:** March 17, 2010.

**Attention:** Incomplete applications will not be considered.

**Please send application materials to:**  
Patrick Eagle Staff, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR. 97218  
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