



**PRIMAVERA**

**PRIMAVERA FOUNDATION // PROVIDING PATHWAYS OUT OF POVERTY**

JOB POSTING

151 W. 40<sup>th</sup> Street

Tucson, AZ 85713

**Job Title:** Kitchen Team Lead and Kitchen Relief, Primavera Men's Shelter

**Reports To:** Program Manager for Shelter Services

**Hours:** 40 hours per week for Lead and 30 hours per week for Relief;  
flexible hours to meet the needs of the facility

**FLSA Status:** Non-exempt

## **PROGRAM DESCRIPTION AND JOB SUMMARY**

The Primavera Foundation is a non-profit community development organization that has been providing pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. The Primavera Men's Shelter provides emergency shelter to men experiencing homelessness. Services provided to participants include temporary residence, meals, showers, hygiene products, laundry service, individual success planning, and linkage to employment opportunities.

The Kitchen Team Lead is responsible for managing Men's Shelter kitchen operations, including preparing of and serving meals, working closely with community meal teams, ensuring that all food handling/storage regulations meet compliance standards, managing food and supply inventories, and training staff and volunteers that cover various meal shifts. The successful candidate will be adept at working both independently and as part of a team (and able to shift between the two with ease), able to work with diverse groups of people, demonstrating kindness and cultural sensitivity, process-oriented, fast-paced, and extremely detail-oriented and thorough.

**DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Assume the lead role for managing activities involving the kitchen and serving of meals
- Assist with recruitment, training, and supervision of participant volunteers for kitchen chores and regularly-scheduled deep-clean activities
- Follow standard health and sanitation procedures as required by the Pima County Health Department, including but not limited to:
  - Provide servers with disposable gloves and proper kitchen utensils
  - Ensure that proper temperature of food is maintained at all times
  - Date and properly store all donated and/or purchased foods using a first-in, first-out procedure, rotating supplies
  - Ensure proper and timely disposal of outdated food
  - Ensure meal prep and kitchen cleaning procedures are followed
- Supervise delivery of meals by meal teams, supporting and assisting them as needed
- Prepare and serve meals on days when it is not provided by volunteers, using donated food as much as possible

- Work with other Primavera programs and the Program Manager to distribute excess food, minimizing waste as much as possible
- Inventory food and supplies, including paper products needed for meals, and coordinate ordering of supplies with the Program Manager
- Coordinate delivery and pick-up of food supplies from outside vendors, which may include use of a Primavera vehicle as approved
- Clean kitchen and prep area after each meal and other times as needed in compliance with shelter cleaning procedures
- Communicate any participant concerns to the Program Manager, and other shelter staff and assure documentation as applicable
- Issue receipts for donations as appropriate
- Interact with participants, volunteers, Shelter, and organizational staff in a professional manner, reflecting Primavera's Guiding Principles of integrity, respect, accountability, compassion, and leadership
- Attend Men's Shelter team staff meetings, quarterly all-staff meetings, and other training sessions and meetings as requested
- Be familiar with other Shelter operations and procedures, and enforce Shelter guidelines to maintain a safe and peaceful environment at all times
- Other duties as assigned by leadership

**Knowledge, Skills, and Abilities:**

- Knowledge of issues facing people who are homeless
- Ability to work effectively with diverse populations including participants, volunteers, and other shelter staff, in a respectful, professional manner
- Knowledge of the operations of a kitchen preparing food and serving up to 100 people at a time
- Experience and proficiency in taking inventory
- Ability to ensure compliance with health and safety regulations with ServSafe certification
- Working knowledge of emergency procedures, including fire evacuation, participant medical and behavioral concerns

**Minimum Qualifications:**

- High school diploma or equivalency
- Current ServSafe certification or the ability to obtain quickly
- Ability to obtain first aid/CPR certification
- Ability to pass a pre-employment background check
- One year experience working in a commercial kitchen

**Preferred Qualifications**

- Experience working with people experiencing homelessness
- Minimum one year experience working in a kitchen serving 75 or more people at a time and/or experience working in a kitchen in a homeless shelter
- Valid driver's license and clean driving record.
- Bilingual - English/Spanish

**Physical Environment/Conditions:**

- Ability to work in a busy environment with moderate noise level
- Ability to remain on feet for extended periods of time, climb a flight of stairs, bend, stoop, and lift 50 pounds
- If driving a Primavera vehicle, must possess a valid Arizona driver's license and submit proof of a clean driving record
- Room and board may be available for a maximum of six months if living on site

**(This job description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the job description perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Successful candidates will be able to perform the essential functions of the position, with or without reasonable accommodations.)**

The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, gender identity, sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.

**To apply for this opportunity, please submit a cover letter and resume via email to [jobs@primavera.org](mailto:jobs@primavera.org).**