



**OUR MISSION:** Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

**HOW TO APPLY:** Interested candidates must have a formal Employment Application on file, which can be found at <http://porchlightinc.org/careers/>.

Email: [hr@porchlightinc.org](mailto:hr@porchlightinc.org)  
Post Mail: Human Resources, Porchlight, 306 N. Brooks St., Madison, WI 53715

**Title:** Safe Haven Kitchen Manager  
**Department:** Kitchen Programs and Porchlight Products  
**Primary Location:** Nakoosa Trail  
**FLSA Status:** Nonexempt  
**Employment Status:** Full-time, regular  
**Regular Schedule:** Monday-Friday, 8 am – 4:30 pm  
**Pay Range:** \$16.00-18.00/hour  
**Benefits Available:** Full package, detailed benefit information is listed on our website

**PORCHLIGHT, INC.**

306 N BROOKS ST

MADISON, WI 53715

P: 608.257.2534

F: 608.257.2507

[WWW.PORCHLIGHTINC.ORG](http://WWW.PORCHLIGHTINC.ORG)

**Summary:** The Kitchen Manager at Porchlight functions as the onsite supervisor at Safe Haven. This position supervises and works alongside a team of employees with different abilities, teaches employees cooking skills, plans menus, orders food for the Safe Haven Program within guidelines set by the Director of Kitchen Programs, and reports to the Director of Kitchen Programs about any employee or product issue.

The ideal candidate will have an entrepreneurial spirit and an interest in supporting the growth and success of Porchlight Products in the Madison area.

**ESSENTIAL RESPONSIBILITIES/DUTIES**

Safe Haven:

- Plans and prepares menu items and delegates food preparation.
- Leads staff in daily production and meal preparation.
- Serves meals to the residents of Safe Haven.
- Properly handles and stores food, including training staff on procedures.
- Ensures proper sanitation and hygiene, including training staff on procedures.
- Assists in training kitchen staff (which includes individuals with disabilities) by describing and demonstrating techniques.
- Assures proper sanitation practices and follows recipe specifications during food preparation.
- Alerts management to problems.
- Routinely lifts up to 50 pounds of varied products.
- Maintains appropriate inventory of food and supplies.
- Coordinates and oversees staff related to kitchen operations.
- Weekly grocery and food service shopping.
- Performs other duties as assigned by supervisor.

Additional Duties:

- Coordinates with external agencies to procure food and program related supplies.
- Supports the Porchlight Products program as necessary under the direction of the Director of Kitchen Programs.
- Inventories and stocks shelves for the Porchlight Products program.

Teamwork & Collaboration:

- Work in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrate and model effective communication skills in building relationships with all guests and employees.
- Create good working relationships with other service providers.
- Participate in the development and implementation of Porchlight's strategic plan.

Porchlight Values & Culture:

- Treat all guests, employees, and visitors with caring, kindness, respect, and dignity.
- Strive to reduce barriers to housing, shelter, and services.
- Help to create an environment that values diversity and promotes racial equity.
- Adhere to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintain strict confidentiality of all information.
- Adhere to Porchlight policies in the use of computer technology and tele-communication devices.
- Conduct oneself in accordance with appropriate and expected professional boundaries and policies.



## Safe Haven Kitchen Manager – Application deadline: 10/22/2021



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### **QUALIFICATIONS**

- Minimum of one year successful work experience in food service, demonstrating commitment to teamwork, good judgment, low absenteeism, time management skills, and a positive outlook.
- Interest in food and understanding of basic food preparation techniques.
- Current ServSafe Certification [note: an otherwise qualified candidate can meet this requirement by completing the training independently within the first 90 days of employment].
- Genuine desire to work with a socially disadvantaged and multi-ethnic population, including the homeless and those with low incomes.
- Sincere respect for disadvantaged individuals.
- Ability to motivate and obtain willing cooperation from others.
- Proficiency in Microsoft Word, Excel, and Outlook.
- Ability to adapt to new technology quickly.
- Valid Driver's License and insurance with access to a vehicle.
- Ability to routinely lift up to 50 pounds.
- Ability to communicate and work effectively with staff and residents from various backgrounds.
- Team orientation with respect for others.
- High ethical standards.
- Ability to follow verbal and written instructions.
- Written communication to name and organize files, complete timesheets, and communicate with supervisor.
- **Candidate must pass criminal and caregiver background checks and be free of offenses prohibiting employment under HSF12 at the time of employment, and annually thereafter.**

### **Minimum Qualifications:**

- Seeing, hearing, speaking.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 50 pounds.
- Manual dexterity.

### **Physical Demands:**

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: Safe Haven facility, kitchen, open office, grocery stores, etc.
- Outdoor environment: parking lot, grounds, etc.
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration.
- Standing, kneeling, walking.
- Bending, stooping.
- Reaching, pushing, pulling.
- Climbing stairs.
- Lifting, carrying up to 50 pounds.
- Repetitive, fine hand, finger, and foot movements.
- Typing/data entry.
- Talking, hearing, interacting with coworkers, vendors, participants.
- Close vision.
- Distance vision, field of vision, color/depth perception.
- Using office machines - phone, fax, computers, postage meter, etc.
- Operating various equipment and tools.

### **Physical Qualifications:**

- Seeing, hearing, speaking
- Reading, writing
- Basic English comprehension, written and oral communication
- Ability to lift 25 pounds

### **EEO STATEMENT**

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

