



# JOB POSTING

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|-----------------------------|------------------------------------|
| <b>Title:</b>               | <b>Weekend Kitchen Coordinator</b> |
| <b>FLSA Classification:</b> | Non-exempt                         |
| <b>Pay Range:</b>           | \$22 - \$24 per hour               |

## Overview

### Who We Are

The Ronald McDonald House Charities of Western Washington & Alaska supports seriously ill children and their families by providing housing, meals, and other essential support services at our facilities in Seattle, WA and Anchorage, AK. Each night we house 139 families, offering the comforts of home near the medical care their children need. Enabling families to stay close to their hospitalized child supports the health and well-being of the child and saves families millions of dollars in hotel and food costs each year. At the House, each of these families finds comfort, support, and hope as they navigate their child's medical crisis. RMHC of Western Washington & Alaska is an independent not-for-profit 501(c)(3) organization.

### Who you are

You bring a high level of interest and engagement in cooking good food for large numbers of people, as well as a strong commitment toward maintaining high health and safety standards. You work well on your own and can manage a group of cooking volunteers with patience, leadership, and hospitality as you support them in making a meal. You are committed to collaborating with our weekday culinary team and contributing to the overall success of the Meal Program.

### JOB SUMMARY

The Weekend Kitchen Coordinator supports the Meal Program and the family kitchen spaces at House A. This position supervises volunteer groups who cook meals at the House. When groups are not scheduled to cook, the Weekend Kitchen Coordinator prepares food for the upcoming week, primarily baked goods and breakfast items. Other responsibilities include the set up and breakdown of the daily breakfast buffet, emptying/filling family kitchen dishwashers, and stocking kitchen staples and paper good supplies. This position will work closely with the Lead Kitchen Coordinator and reports directly to the Meal Program & Activities Manager. This is a part-time, non-exempt position working Saturday-Sunday from 8:30 am-5:00 pm (with some minor variability) and Monday from 8:30 am -12:30 pm.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Operate and maintain a variety of commercial food service appliances and equipment, including ovens, dishwashers, induction burners, a large mixer, a food processor, an immersion blender, and knives, in a safe and sanitary manner.
- Ensure organization, cleanliness, and sanitation in the Meal Program and family kitchen spaces.
- Provide onsite support to volunteer meal groups while enforcing critical food safety standards.

- Manage food and supplies for the breakfast buffet; prepare items when needed as instructed by the Lead Kitchen Coordinator. Set up & take down buffet as needed.
- As a staff member present on weekends, assist family residents with needs related to the Meal Program and coordinate with other onsite staff for those needs beyond the scope of your role.
- Promote the stewardship and cultivation of stakeholders (donors, board members, and volunteers).

*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 at any time with or without notice.*

## **ESSENTIAL SKILLS AND ATTRIBUTES**

- Experienced and comfortable making meals for large groups of people.
- Ability to facilitate cooking groups from start to finish with warm hospitality and the diplomatic yet firm insistence on safety and sanitation.
- Ability to solve problems and resolve conflicts quickly and effectively.
- Flexibility and ability to prioritize crucial tasks and to do what you can with the rest of the tasks.
- Ability to work independently.
- Ability to effectively communicate verbally and in writing. Strong interpersonal skills using tact, patience, and courtesy.
- Basic knowledge of menus and nutritional principles.
- Computer proficiency includes 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.

## **Education/experience**

- High school degree at a minimum
- 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 (up to 25 pounds).
- Dexterity of hands and fingers to operate food service equipment.
- Reaching overhead, above shoulders, and horizontally.
- Bending at the waist, kneeling, or crouching.
- Seeing, smelling, and tasting to monitor food quality and quantity.

## **Licenses and Other Requirements**

- Valid ServSafe certificate or Washington State Food Worker Card.

## 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.

**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

[Apply on Indeed](#)

*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.*