



## **JOB DESCRIPTION**

### **RESIDENT FOOD & FACILITIES ASSISTANT**

(40 Hours; 10a-6p; Sunday through Thursday)

#### **GENERAL SUMMARY:**

WC&S is a comprehensive domestic violence program serving over 8,000 adult and child survivors of domestic violence annually & facilitating intervention groups to over 500 men who batter. All staff learn about and support the organization's mission, guiding principles, and values, as well as the tenets of Women's Center Business System (WCBS), and are sensitive to cultural and workplace harmony and infusing principles of Sanctuary (a model for providing trauma-informed care) into their daily interactions with clients and co-workers.

#### **SUMMARY:**

Assists with resident & food needs and facilities & housekeeping duties in residential domestic violence program.

**REPORTS TO:** Food/Resident Services Supervisor

#### **RESPONSIBILITIES:**

##### **Resident & Food Responsibilities**

- Assists with the CACFP program by following CACFP procedures, including maintaining resident meal sign-up sheets and following CACFP recipes
- Helps with kitchen duties such as prepping and serving meals during weekday hours
- Works with residents during meal preparation and educates around food safety as needed
- Cleans, organizes, and stocks the shelter kitchen, dining room, snack bar area, and pantry
- Acquires ServeSafe Certification and practices food safety
- Ensures compliance with Board of Health standards
- Performs weekly checks of all shelter rooms, living room, library, and laundry room
- Enters resident services data in a timely manner
- Assists with preparation for external audits/inspections (e.g., Health Dept. and Food Bank)
- Receives large and small food deliveries for residential area
- Maintains, organizes, and stocks all supply rooms
- Assists with Chore System, including completing chores as needed

##### **Facilities & Housekeeping Responsibilities**

- Performs housekeeping tasks such as mopping, dusting, vacuuming, and removing trash in assigned areas (primarily residential areas) as per work schedule
- Reports any facility needs and repairs to Facilities Coordinator
- Adheres to code compliances – City and County and ASH regulations
- Performs additional facility cleaning duties in absence of Facilities Coordinator
- Maintains janitorial stock in assigned janitorial closets

## **Other Responsibilities**

- Meets regularly with Food/Resident Supervisor to review, receive and prioritize tasks and discuss issues/problems related to resident services area
- Maintains strict confidentiality of clients, residents, and location
- Completes Pennsylvania Coalition Against Domestic Violence (PCADV) training within first 6 months and completes annual continuing education requirements
- Attends monthly All Staff Meetings
- Adheres to the Justice, Autonomy, Restoration and Safety model (JARS) and the Sanctuary Model
- Performs other duties as assigned by supervisor

## **QUALIFICATIONS:**

- High school diploma or equivalent
- Food service experience preferred
- Sensitive to domestic violence, trauma, and cultural diversity issues
- Ability to acquire ServeSafe Certification and practice food safety
- Knowledge of, or willingness to learn, nutrition and food serving protections
- Knowledge of, or willingness to learn, code compliances and health regulations
- Ability to break down boxes
- Ability to perform light cleaning, bending, walking, and pushing light to medium weight carts
- Ability to lift 20 pounds
- Ability to multi-task and adapt to change
- Ability to work independently and as a team member
- Effective written and oral communication skills
- Ability to complete necessary paperwork and meet deadlines in a timely fashion
- Ability to understand and use the following:
  - Confidentiality and safety procedures
  - Microsoft Office (windows, Outlook, Word, Excel)
- Act 33/34 and FBI Clearances required

## **BENEFITS:**

- This position is full time and non-exempt.
- WC&S offers a comprehensive and competitive benefits package, including: generous paid time off; health, vision, and dental insurance; short-term and long-term disability coverage; group life insurance; retirement plan; Flexible Spending Account; Employee Assistance Program; and is a Public Service (Student) Loan Forgiveness eligible employer.

Women's Center & Shelter is an equal opportunity employer and is committed to ensuring that both applicants and employees are treated without discrimination on the basis of race, color, gender identity expression, national origin, age, religion, disability status, sexual orientation/identity, citizenship status, veteran status, marital status or any other protected characteristic.

## **TO APPLY:**

This position will remain open until we find the best candidate for the position. To ensure consideration for an interview, please send a resume and cover letter to the Director of Administration at [careers@wcspittsburgh.org](mailto:careers@wcspittsburgh.org) by end of business day Friday July 10, 2020.