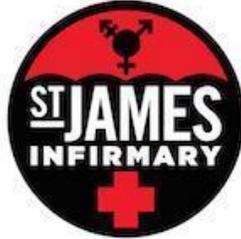


730 Polk St, 4th Floor | San Francisco, CA 94109
Phone: 415-554-8494 Fax: 415-554-8444
www.stjamesinfirmary.org



JOB DESCRIPTION: Kitchen Staff

“Taimon Booton” Navigation Kitchen Staff
(Day, Night, and Overnight, Mon-Thursday or Friday to Sunday Part time)
Hourly Employee: 24 - 32 hrs/wk (depends on the shift), \$26.44 /hour

Are you passionate about improving the lives of unhoused people by offering care and genuine sanctuary? Do you want to contribute to ending gender-based violence by providing a dignified food program shelter and consistent service to transgender and gender nonconforming (TGNCI) people and ciswomen experiencing homelessness? Do you have the skills necessary to lead a team and coordinate a program that provides a stable environment for participants’ growth? St. James Infirmery is seeking a Site Director for our new Navigation Center in San Francisco, serving TGNCI people and ciswomen.

About St. James Infirmery:

The St. James Infirmery is a peer-based occupational health and safety clinic for sex workers of all genders. It is our mission to meet the needs of people engaged in the sex trade through advocacy, direct services, and social justice. St. James Infirmery works actively to combat racism, class inequality, misogyny, homophobia and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Position Overview

The Kitchen Staff will work under the supervision of the Head Chef to implement an expanded service model at a live-in facility for 60+ people in San Francisco that supports the holistic needs of TGNC people and ciswomen experiencing homelessness. You will join a large, diverse, multi-disciplinary team in providing a nurturing, welcoming and safe place for unhoused TGNCI people and ciswomen to begin their healing and housing process at this harm reduction-based, holistic, TGNCI and sex worker-centered Navigation Center. This will be the first TGNC specific navigation center in which TGNC leadership, and cultural competencies will be centered in all aspects of the job duties and responsibilities.

JOB DUTIES AND RESPONSIBILITIES

- Work under the direct supervision of the Site Supervisor.
- Prepare meals for residents, following the meal planning completed by the Food Program Coordinator.
- Inspect, Stock, date, and rotate food to a kitchen safe health standard.

- Maintain a hygienic and covid-safe space for food preparation and service.
- Develop and maintain relationships with participants to understand their unmet needs inclusive of but also beyond food services.
- De-escalate conflicts in the kitchen and maintain a quiet and peaceful environment.
- Document activities with your team and with participants, and complete required reporting.
- Attend trainings as scheduled and assigned
- Other duties as assigned by the Site Director

EDUCATION AND EXPERIENCE

- Experience cooking and serving food and practicing food safety for large numbers of people.
- Good working knowledge of and sensitivity to individuals with mental health issues such as: PTSD, psychosis, borderline behaviors, bi-polar, and more.
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers
- Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, gender identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
- Ability to work independently
- Strong organizational skills
- Bilingual in English/Spanish is a plus

PHYSICAL REQUIREMENTS

- The employee is frequently required to stand, walk, sit, and reach with hands and arms, to use a computer and smell. The employee must be able to climb stairs.
- The employee is frequently required to use hands to hold objects, writing instruments, or files; and talk and hear.
- The employee must occasionally lift/or move up to 25 pounds.
- Specific vision abilities required by this job include ability to read, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This position requires the ability to review and share the organization's secure electronic and physical files with other program staff; the person in this position will also have access to the organization's and other highly confidential information.
- This position includes direct, in-person service provision. Because of this, the employee must have the ability to perform the job at the program location.
- The employee must be able to follow oral directions in an emergency situation.

How to Apply:

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to jobs@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Kitchen Staff”) in the subject line of your email. Incomplete applications will not be considered. Please include the hours you are available or which shift you are interested in.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, people living with HIV/AIDS, women, and people of color to apply.*

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Relocation reimbursement is NOT available for this position.

If an offer is extended, qualified candidates must provide proof of eligibility to reside and work within the United States without sponsorship.

Benefits:

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.