



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Hospitality Specialist

This position requires the applicant to coordinate and inventory meal prep and delivery, order, pick up and stock healthy food and snacks, set up and clean up lobby breakfast area for low barrier shelter residents. The hospitality specialist must be able to work within the scope of Harm Reduction and Housing First models and be comfortable with dealing with a diverse population.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Assist in duties relevant to the following OPCS Low Barrier Shelters, Casa Amparo and Casa del Pueblo.
2. Ability to maintain a budget.
3. Order, stock, inventory, transport, and maintain healthy food meal prep and snacks as needed.
4. Prepare food and drinks, such as continental breakfast, coffee and meal prep items, according to recipes and production guidelines
5. Clean and sanitize workstations, dishes, utensils, and other containers.
6. Follow proper food handling and sanitation procedures to reduce the risk of foodborne illnesses
7. Wash, dry, and store dishes
8. Maintains client records and information in a confidential manner and in compliance with HUD and HIPAA standards.
9. Complete other duties and activities as directed.

Qualifications:

High school diploma or equivalent; prior experience working in food services is required. Possess a food handler card or certification. Possess or ability to obtain safe serve certification. Ability to work with clients that may have mental health conditions, past/current substance use, and/or co-occurring concerns. Ability to work from a harm reduction model in working with clients. Possess and maintain valid CPR/First Aid Certification. Have a valid Arizona driver's license, insurance and reliable transportation. Ability to work patiently with clients and staff and be motivated to help people in challenging situations. Proficiency with Microsoft Office programs along with a working knowledge of computers. Strong written and verbal communication skills. Experience working in racially, ethnically, and socio-economically diverse urban communities. Ability to adhere to all HIPAA guidelines and always maintain client confidentiality. Veteran/Spanish speaking/writing a plus.

Job Status

Full Time

Pay Rate

\$15.46 - \$18.15 - \$20.84

Pay Comments

Salary based on experience.

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
2323 S. Park Ave
Tucson, AZ 85713

Email Resume/Application to:

hr@helptucson.org



Employment References, drug screen and background check are conducted pre-employment.

