

JOB IDENTIFICATION

Title: Hunger Relief Kitchen Manager
Reports To: Executive Chef
Prepared By: Nora Spitznogle

Payroll Type: Non-Exempt
Work Status: Full Time
Prepared Date: January 13, 2022

JOB SUMMARY

Direct and supervise volunteers and paid kitchen staff in preparation of nutritious meals for other nonprofit agencies; oversee all Hunger Relief Kitchen operations; and be responsible for the management of all incoming and outgoing food.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Train, supervise, and evaluate Hunger Relief Kitchen staff.

Plan and coordinate preparation of nutritious meals for recipient agencies and coordinate meal delivery schedules with Executive Chef, Director of Agency Relations and Director of Food Rescue.

Inspects for safety and inventory all incoming food items to maintain food safety regulations and quality and sanitation standards.

Oversees and coordinates work of Hunger Relief Kitchen volunteers engaged in preparing meals to ensure adherence to recipes, quality standards and sanitation.

Responsible for the routine cleaning and maintenance of Hunger Relief Kitchen, dish room, equipment, Hunger Relief coolers and freezer.

Maintain all kitchen and food handling procedures.

Inventory Hunger Relief supplies and communicate needs to appropriate staff members.

Maintain procedure manual.

Coordinate meals plans and compliance with CACFP nutritional guidelines for Second Helpings.

Provide assistance with Second Helpings' fundraising efforts per agency needs.

Provide assistance in other areas as requested and when time permits.

CORE COMPETENCIES

To perform the job successfully, an individual should demonstrate the following Second Helpings core competencies:

Customer Service: Responds promptly to customer needs and resolves conflict appropriately; solicits customer feedback to improve service; treats others with respect; responds to requests for service and assistance; meets commitments; communicates effectively.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes constructive feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed by assisting colleagues willingly and by meeting commitments; able to build morale and group commitments to reach goals and objectives.

Reliability: Keeps absenteeism and tardiness to a minimum; ensures work responsibilities are covered when absent; manages time effectively so as to meet schedules.

Acknowledged by:

Employee Initials: _____ Review Date: _____

Supervisor Initials: _____ Review Date: _____

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma required. Continuing education or degree preferred.
Certified in ServSafe.
Professional knowledge of the theories, principles and practices of food service management, and experience therein. Management experience, training, or teaching experience a plus.

KNOWLEDGE, SKILLS, ABILITIES

Possess good communication skills and ability to give clear directions. Must have initiative, work well under pressure, have the ability to stay organized while multi-tasking, keep a schedule and possess extreme patience and persistence.

Must be interested in hunger/human services and a demonstrated ability to work well with people of all backgrounds, cultural groups, and economic levels. Must be sociable and enjoy close collaboration with others, yet have the ability to work independently.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50 pounds. The employee is required to move at a brisk pace most of the time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of the job, the employee is frequently exposed to wet and/or humid conditions and/or extreme heat. The employee is occasionally exposed to fumes, flame, airborne particles, moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

SIGNATURE SECTION

Executive Director: _____

Approved Date: _____

Supervisor: _____

Received Date: _____

Acknowledged by:

Employee Initials: _____ Review Date: _____

Supervisor Initials: _____ Review Date: _____