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| Job Title: | Kitchen Coordinator  | Reports To: | Food Service Manager |
| Location: | 220 Collyer St. | Travel Required: | Driving Required |
|  |  | Position Type: | Full-time, Regular hours |

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| Position Summary:. This person will supervise the kitchen, train volunteers and report program service statistics, as required. This position is responsible for meeting all health/safety regulations for the meals program and will communicate status of the meals program to the Food Service Manager, on a regular basis (as defined by Food Service Manager). Prepares and serves nutritious lunches to participants, staff, volunteers and visitors, at the Community Café. Responsibilities/Accountabilities:The following is to be performed while adhering to OUR Center operational policies, procedures and safety rules:* Creates, in advance, menus according to sound nutrition practices and availability of food product.
* Prepares and serves pre-planned meals with assistance from volunteers.
* Responsible for training volunteer crews in the Community Cafe.
* Assists the Food Service Manager and Food Service Coordinator with inventory control, record keeping and monitoring.
* Inspect, accept and/or reject donations of prepared food from restaurants, caterers, grocers and community residents.
* Responsible for meeting all County Health regulations as well as local health/safety and fire codes for the food program.
* Responsible for cleanliness and order to kitchen, coffee bar, dining and food storage areas.
* Assists OUR Center staff with planning and executing special events, as required.
* Assumes responsibility for Community Cafe in the absence of immediate supervisor or other senior staff members.
* Attends Community Cafe staff meetings and all staff meetings, as requested.

Education Requirements and Qualifications:* Applicants must have at least 3-5 years’ experience supervising a kitchen and 5 years cooking on a line.
* Ability to prepare food to the exact specifications under nutritional guidance.
* Able to work quickly while implementing set standards including abiding by quality, portion control and presentation expectations.
* Prepare clean and chop food and set up and service stations.
* Comply with and has working knowledge of sanitation regulations and safety standards.
* Strong work ethic and attention to cleanliness is a must as well as keen attention to detail.
* Responsible for cleaning and stocking for the kitchen.
* Ability to perform objectives in a timely and efficient manner with a focus on quality while always maintaining a positive and professional approach with coworkers and volunteers.
* Promote and embrace the OUR Center Community Café by demonstrating respect, positive energy, dependability, honesty, initiative, an outgoing nature and a pleasant, professional appearance.
* Calm temperament, adaptable nature and good communication skills. Able to work well in a high pressure, fast-paced work environment.
* Applicant should possess or be able to acquire Serve Safe Certificate, Feeding America Safe Food Storage certificate, within 90 days of employment.
* Knowledge and understanding of the dynamics of poverty and sensitivity to its effects on families and individuals.
* The ideal candidate is able to accept and support decisions in a positive manner and has a collaborative approach to building teams.
* Ability to pass a background check and meet driving insurance requirements.

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| Position Classification | This is a regular, hourly, full benefits position (40 hours per week). Evening and weekend attendance at meetings and/or events may be required. This is a non-exempt position under the Labor Law Standards Act. |  |  |

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| Reviewed By: |  | Date: |  |
| Approved By: |  | Date: |  |
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The OUR Center offers a competitive benefit package to its full time employees. |
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