

PURPOSE/SCOPE OF RESPONSIBILITY

To develop and execute a community based commercial kitchen by undertaking food production and program growth.

ESSENTIAL DUTIES, RESPONSIBILITIES, AND COMPETENCIES

- Participate in program development including attending meetings and setting up procedures and policies as needed
- Work within Nutrition Services as well as other service lines in the agency to find ways to integrate their programming within the commercial kitchen
- Food production duties
 - Ensure compliance with the applicable regulations, ServSafe program, and local health department regulations and prepare and coordinate necessary inspections.
 - Assist with receiving, checking temperatures, and putting away deliveries. Following FIFO guidelines
 - Ability to read and follow recipes (multi-step written and oral instructions)
 - Maintain a regular cooking schedule, to ensure high quality
 - Math skills sufficient to comprehend and manipulate weights and measures.
 - Able to operate, maintain and clean steam, electric and gas cooking equipment
 - Work with vendors to coordinate deliveries and to address needs
 - Monitor equipment and facilitate maintenance activities
- Adhere to the departmental budget for food, supplies, and labor.
- Ability to cost recipes to the responsibilities.
- Maintain budgeted food cost to the responsibilities.
- Maintain budgeted labor cost to the responsibilities.
- Prepare and execute trainings for staff and volunteers on appropriate kitchen safety practices
- Provide reports and other documentation to appropriate parties as requested
- Post relevant information needed for staff and volunteers in appropriate places
- Understand and comply completely with all policies, procedures, standards, specifications, guidelines, directives, assignments, and training programs.
- Supervise and provide guidance, similar to volunteers, for interns/Americorp staff
- Volunteer Services responsibilities
 - Promote and provides a positive volunteer experience
 - Train and organizes tasks for volunteers
 - Supervise volunteer groups and reports back to Volunteer Services if required
 - Provide instruction to volunteers on key safety and cleaning task
 - Assign activities to staff
 - Oversee the safety of volunteers

OTHER DUTIES, RESPONSIBILITIES AND COMPETENCIES

- Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
- Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
- Contributes to effective use of agency resources by identifying and implementing options for cost containment.
- Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
- Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.

QUALIFICATIONS

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

- Food safety certification or ability to obtain one within 30 days of hire
- Ability to multi task
- Experience working with a diverse population of clients
- Must have working knowledge of Microsoft Word, Outlook, and Excel
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment
- Proficient knife skills
- Able to operate all food service equipment
- Proficient in food prep for large groups

Physical Qualifications

- Constant use of manual dexterity, auditory and visual skills and gross motor skills with frequent use of bi-manual dexterity and fine motor skills.
- Ability to use the sense of smell and the sense of taste to recognize and distinguish odors and flavors.
- Can be exposed frequently exposed to hot water, garbage disposals and cleaning chemicals.
- Ability to reach, bend, twist, squat, kneel, push and pull.
- Ability to lift/carry up to 30 pounds.