



## Community Kitchen Trainee Coordinator

**Position Title:** Community Kitchen Training Coordinator

**Classification:** Full-Time (40 hours/week), Non-exempt

**Office Location:** 1420 Mulberry Street, Des Moines, IA 50309

**Reports to:** Community Kitchen Chef, Programs Manager, and CEO

**Position is open until filled. Interested candidates should send cover letter, resume, and salary requirements to: [Jalford@centraliowashelter.org](mailto:Jalford@centraliowashelter.org)**

### General Description:

Works alongside head chef to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provides meal quality and consistency by following designated recipes.

### Responsibilities & Duties:

- Leads kitchen team in chef's absence
- Provides guidance to trainee kitchen staff members, including, but not limited, to line cooking, food preparation, and dish plating
- Oversees and organizes kitchen stock and ingredients
- Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organized for quality assurance
- Keeps cooking stations stocked, especially before and during prime operation hours
- Hires and trains new program kitchen trainee's employees to kitchen standards
- Works with head chef to maintain kitchen organization, staff ability, and training opportunities
- Verifies that food storage units all meet standards and are consistently well-managed
- Assists with menu creation
- Coordinates with management team on supply ordering, budget, and kitchen efficiency
- Participate in staff meetings, training and evaluation as requested.
- Manage inventory of food and supplies. Keeps track of freshness dates and expiration dates in the storage area and walk-ins. Track and record temperatures in refrigerators and freezers.
- Greet all meal providers and assists them with any needs they have.
- Responsible trainee's schedule and rotation of stations
- Responsible for the deep cleaning schedule of equipment (i.e. vents, dishwasher, fryer).
- Fill in for coworkers and prepare meals when needed.
- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with chef and Program Manager
- Draw an overall or individualized training and development plan that addresses needs and expectations for clients and staff
- Deploy a wide variety of training methods to create the necessary toolkits which impact company culture
- Conduct effective induction and orientation sessions



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- Monitor and evaluate training program's effectiveness, success and ROI periodically and report on them
- Provide opportunities for ongoing development
- Resolve any specific problems and tailor programs as necessary
- Maintain a keen understanding of training trends, developments and best practices
- Performs other duties as assigned.

### Qualifications:

As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.

- High School Diploma required
- This position will require a highly organized individual with excellent follow up skills, as well as the ability to overcome objections and obstacles in the kitchen.
- Ability to manage multiple projects with demanding and competing deadlines, superior organizational skills and the ability to maintain a quality work place in a diverse, fast-paced and changing environment.
- Ability to work independently as necessary.
- Ability to negotiate different personalities and work under competing priorities.
- Physical ability to lift 50 lbs. without assistance.
- Excellent written and verbal skills.
- Ability to obtain Safe Serve Certification within 6 months of hire.
- Must be familiar with clerical and record-keeping procedures to the extent needed for proper compliance with program requirements.
- Must have a personality compatible with daily contact with meal providers. This includes the ability to effectively recruit, educate, train and assist providers.
- Must be flexible in developing personal work schedules.

### Preferred Experience:

- Culinary experience or a B.A.
- At least 2 years of experience with a nutrition background
- Demonstrated proficiency in using Microsoft Outlook, Word, Excel and other applications
- Driver's License & Auto Insurance