

Central Iowa Shelter & Services Employment Opportunity

Position Title: Kitchen Manager

Schedule: Monday – Friday, weekend and evenings as needed

Classification: Full-Time, Non-Exempt

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

Salary: \$19.00 – \$23.00 per Hour | **Pay Level:** II

Reports to: Vice President of Operations

Travel Requirements: Travel within the community as needed

Position Overview:

The Kitchen Manager is responsible for the overall daily operations of the community kitchen, kitchen trainee program, food truck and CACFP/SFSP food production.

Note: Individuals with lived experience are encouraged to apply.

Duties and Responsibilities include:

- Lead kitchen team in daily operations, including meal preparation and kitchen cleaning.
- 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.
- Verifies that food storage units all meet standards and are consistently well-managed
- 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.
- Responsible for daily cleaning of the kitchen including but not limited to cleaning and sanitation of work areas, equipment, utensils, and dishes.
- Responsible for the deep cleaning schedule of equipment (i.e. vents, dishwasher, fryer).
- Fill in for coworkers and prepare meals when needed.
- Work with Urban Farm Manager to ensure planting and harvesting schedules meet the needs of the kitchen and kitchen programs.
- Creates weekly menus for the community kitchen, CACFP/SFSP sites and food truck.
- Ensure CACFP/SFSP menus are in compliance with USDA regulations.
- Greet meal providers and assists them with any needs they have.
- Responsible for the creation and implementation of community kitchen training program.
- All other duties as assigned

Qualifications:

- Strong critical thinking, analytical and problem-solving skills
- Must have a valid, in-state driver's license
- Advance computer skills and proficiency in Microsoft Office
- Organized and detail-oriented

- Demonstrated ability to manage operating costs in accordance with budgets
- Excellent time management skills, attention to detail and, high energy with focus to complete tasks on time.
- Ability to manage multiple projects with demanding and competing deadlines.
- Ability to maintain a quality workplace in a diverse, fast-paced and changing environment.
- Ability to work independently as necessary.
- Ability to navigate different personalities.
- 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-site providers. This includes the ability to effectively recruit, educate, train and assist providers.
- Must be flexible in developing personal work schedules.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Education and Experience:

- High School Diploma required; Bachelor's degree is preferred.
- 4 years' experience in nutrition or comparable experience.
- Safe Serve Managers Certification (or ability to obtain certification within 30 days of hire).
- Proven success in meeting and exceeding performance goals.
- Experience working in a team environment.

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand, kneel and walk.
- Ability to lift 50lbs
- Work will be performed either in an office environment, kitchen or in the field.
- Must be willing to travel as needed to perform job requirements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.