

Feeding the Gulf Coast Job Description

Job Title: Kitchen Manager

Department: Child Nutrition

Reports to: Director of Child Nutrition Programs

FLSA Status: Exempt

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Responsible for supporting Child Nutrition Programs through all kitchen functions including food procurement, preparation and maintenance, sanitation and cleanliness, and managing and training employees. Responsible for working with Child Nutrition Programs Manager, Child Nutrition Specialist, and Child Nutrition Director to meet program standards.

Duties and Responsibilities:

- Responsible for assembly, preparation, and delivery of meals for child nutrition program sites.
- Create monthly menus and price menu items to meet USDA requirements for child nutrition programs.
- Responsible for creating and submitting program production records and vendor invoices to the Child Nutrition Specialist.
- Create a safe and clean working environment that upholds health department and ServSafe standards including maintaining appropriate cleaning schedules.
- Maintaining up-to-date copies of all invoices and records related to federal child feeding programs.
- Receive training and guidelines for food safety including but not limited to: food handler's card, ServSafe training, and USDA federal program training.
- Conduct weekly inventory of supplies and submit to Child Nutrition Director.
- Responsible for compiling and placing food orders for child nutrition feeding programs after approval from the Child Nutrition Director.
- Manage day to day operations of the kitchen operations and kitchen staff including food preparation, food delivery, meal delivery routes, and staff performance.
- Make employment and performance decisions including playing an active role in interviewing, hiring, training, evaluating and disciplining kitchen personnel.
- Responsible for learning, understanding, and abiding by local, state, and federal child nutrition program regulations.

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. Individual will need to possess a valid food handler's card from the Department of Health or ServSafe Certification.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to convert and read food measurements and nutrition labels.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite and Google Gmail.

Education/Experience:

High school diploma and five years related experience and/or training; or equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Communication and customer relation skills
- Time management skills for short, medium, and long term timeliness
- Organization and task planning skills
- Ability to legally work with children and volunteers
- Strong organizational, multi-tasking, and problem solving skills

Physical Demands:

The physical demands 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 walk, sit, use hands, and talk/hear. The employee is frequently required to stand for long periods of time. The employee is required to reach with hand and arms. The employee is frequently required to lift up to fifty (50) pounds at a time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to driving and standing for multiple hours.