



Because everyone should have a home.

JOB DESCRIPTION

Job Title: Kitchen Coordinator
Job #: SS3101701
Status/Classification: Full-time, Non-exempt; Temporary
Supervisor(s): Shelter Manager

Job Purpose Summary:

This position provides oversight to the kitchen operations and supervision of meal service program volunteers at Sunrise Village.

Duties and Responsibilities:

- Develop and maintain cooperative and productive working relations with meal service program volunteers.
- Be on site and accessible to meal service program volunteers during meal preparation and service.
- Develop and implement acceptable clean kitchen and equipment program.
- Provide information and recommendations to the Shelter Manager regarding program evaluation and modifications to better meet needs of the kitchen, meal program, and inventory control.
- Ensure proper maintenance of kitchen, dining rooms, kitchen equipment, and storage pantries.
- Maintain data quality control and reporting measures of food service program. Complete monthly meal report by the 3rd of the month.
- Control food inventory and program supplies.
- Shop for large quantities of program supplies 2-3 times monthly. Must maintain budget guidelines.
- Ensure resident's bag lunch program is prepared on a daily basis.
- Assist with stocking the food pantries at other Abode Services sites.
- Plan and supervise cooking of meals when not provided by a meal volunteer group.
- Monitor and maintain the inventory, supplies, and condition of the kitchen. Ensure dining rooms and kitchen is stocked with necessary meal service supplies (plates, bowls, silverware, cups, etc).
- Develop and implement general kitchen, meal preparation, and serving and cleaning procedures.
- Handle food donations; utilize food grown in Sunrise Village garden.

- Purge kitchen refrigerators and food pantry twice a week, purge freezers once a week and additional food storage spaces 1-2 times a quarter. Ensure all expired and spoiled food is disposed of in a timely manner.
- Maintain acceptable standards of professional conduct.
- Attend outside meetings or training pertaining to the safety and well being of the meal service program.
- Act as a member of a cohesive team. Maintain professional image.
- Other duties as assigned by Shelter Manager.

Qualifications:

- High School Diploma and previous experience or training in a kitchen and janitorial services.
- Ability to work independently, with minimum supervision.
- Ability to work as a member of a team.
- Ability to maintain confidentiality.
- Must possess strong communication skills.
- Ability to handle multiple tasks.
- Ability to work with people from diverse backgrounds.
- SafeServ certification (can be completed after hiring).
- Ability to work flexible work schedule. Evenings and some weekends required.

Physical Requirements:

Must be able to lift 40 pounds, sit, stand, squat, bend, climb stairs, crouch, reach, and kneel.

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace