

## Position Description - Outcome Based

Position Title: <b>Kitchen Manager</b>		Date Written: <b>07/13/2021</b>
Department: <b>Free Store Operations</b>		Reports To (Position): <b>Executive Director</b>
Job Rate: <b>\$/hour</b> <b>\$15 - \$17</b>	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> <b>Non-Exempt, Part-Time</b>	Location: <input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> <b>Free Store</b>

### WHO WE ARE:

The mission of WFSM is to provide opportunities and programs that enable people to share common resources (material, spiritual, social and educational) that foster a stronger sense of community and enhance the quality of life in the city of Columbus, in particular the West Side.

### OUR VALUES:

Sharing Resources, Building Relationships, and Creating Community

### POSITION SUMMARY:

*The Kitchen Manager plans meal schedules and meal preparation as needed, manages inventory and kitchen volunteers. The Kitchen Manager must be able to communicate effectively with guests and volunteers, sharing the mission of the ministry with enthusiasm and respect and providing hospitality to volunteers and shoppers.*

### ESSENTIAL RESPONSIBILITIES:

- The Kitchen Manager works closely with the Executive Director and other staff members to implement policies and guidelines of the Board of Directors (BOD).
- Oversees administrative duties associated with staffing kitchen with volunteers, meal planning, organizing, preparing, and coordination with Mid-Ohio Food Collective to order supplies.
- Responsible for ensuring delivery of the meal service.
- Uphold food service safety guidelines in accordance with ServSafe and educates staff and volunteers regarding protocols.
- Inspects kitchen supplies, equipment, and work areas to ensure safety and adherence to established standards.
- Estimates cost and amounts of required kitchen supplies, food, and ingredients.
- Assigns tasks and responsibilities of kitchen operations and tactical direction to volunteers.
- Ensures day-to-day continuity of kitchen operations.
- Checks the quality, quantity, and safety of all ordered food products
- Monitors sanitation practices to ensure volunteers and staff follow standards and regulations.
- Is on premises for kitchen operations and special work days as scheduled.
- Provides expertise on food safety and cooking methods.
- Maintains safety control standards.
- Conducts inventory of supplies weekly and places order and responsible for picking up the supplies as needed.
- Contacts ahead of time the Church/Organization providing the Saturday meal for confirmation and answers any questions. Completes weekly lunch count form.
- Sets and implements a regular cycle for kitchen cleaning.

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- Attends staff meetings and prepares reports as requested.
  - Reports all accidents, incidents, and corrective actions to the Executive Director.
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### MINIMUM REQUIREMENTS:

*The following education, experience, knowledge, skills and abilities (KSA's) are required to perform in this role:*

#### Education:

- High School Diploma required; college credits preferred.
- 1-2 years kitchen experience
- ServSafe Level 1 Certification within 1 month of hire
- ServeSafe Manager Certification within 3 months of hire
- Basic computer skills necessary.

#### Work Experience:

- Prior management a plus, but not required.
- Knowledge, familiarity and/or experience working with a diverse group of people.
- Ability to mediate conflicts.
- Must be able to demonstrate effective communication skills.

#### Other:

- Must be able to communicate using written and spoken English language.

#### Knowledge, Skill and Abilities (KSA's):

- **Action Oriented** - Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
  - **Ethics and Values** - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
  - **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
  - **Listening** - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
  - **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
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#### Physical Requirements:

- Must be able to safely and successfully perform the essential functions of this position, meeting qualitative and/or quantitative productivity standards.
  - Able to lift up to 50 pounds.
  - Must be able to stand on feet for up to 5 hours.
  - Bending, twisting, lifting, carrying up to 25 pounds.
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