

RAM HOUSE KITCHEN PART-TIME COORDINATOR JOB DESCRIPTION

BROAD FUNCTION

The Kitchen Coordinator of RAM House is the person that oversees of the kitchen, dining room and food pantries in conjunction with the Kitchen Manager. The Coordinator is responsible for cooking a nutritious noon meal to all of the guests of RAM House. This position requires a person of skill and experience in organizing the work of volunteers, of food preparation and management of sanitary regulations.

PRINCIPAL RESPONSIBILITIES:

- Preparation breakfast offering and beverages
- Preparation of a healthy, nutritious noon time meal and bag lunch program
- Assists with the storage, security and inventory of all food used in preparation of foods
- Notes all foods, paper products and cleaning supplies for kitchen area that are low in inventory and lets the Kitchen Manager know on a weekly basis.
- Assists with providing on a weekly list of needed items for donation requests.
- Provides daily menus and instruction for the preparation of each day's meal with volunteers.
- Greets, directs the work of volunteers, CDI's and others assigned to work in the Kitchen and dining room, specifically designating the tasks to be performed by each individual
- Directs the disposal and waste and/or proper storage of cooked and unused foods (All stored food needs to be identified and dated)
- Directs the cleaning of dishes, utensils and spaces in accordance with the Health Department regulations.
- Works with Shelter Manager and Operations Director for maintenance problems of equipment for kitchen/dining/pantry areas.
- Works with the Kitchen Manager and Volunteer Coordinator to ensure there are always enough workers to meet the demand.
- Maintain inventory levels and restocks shelves.
- Make sure the Kitchen is ready for the next day use.
- Schedule and oversee necessary maintenance and repairs on kitchen appliances.

- Reviews donations and accommodates menu changes and adjustments based on seasonal availability.
- Respond personally to volunteer, guest questions and comments as appropriate.
- Manages all aspects of the RAM meal programs in a timely manner.
- Assists with Kitchen safety and safety protocols (fires drills, safety equipment checks, procedures for maintenance and cleanliness).
- Communicates with Kitchen Manager on a regular basis procedures, process and tasks for weekend and part-time kitchen assistance.
- Hours may need to be flexed in an emergency situation.
- Expected to work on days of inclement weather if possible.
- Performs other duties as assigned by Operational Director.

PRINCIPAL ACCOUNTABILITIES

Accountable to the Operational Director

RELATIONSHIPS

- Maintains an effective, courteous relationship with all clients, volunteers, business partners, donors, and staff.
- Sets a tone of cooperation and efficiency in the kitchen and dining area.
- Works with Shelter Manager(s) to maintain orderliness in kitchen and dining area and the coordination of CDI workers

PERSONNEL AND PROGRAM REVIEW

- Kitchen Manager will be have a performance evaluation and reviewed on a yearly basis.
- Will give a minimum of two-week notice to Operation Director before resigning.
- All leave should be requested at a minimum of 2 weeks prior requested day for approval from Operations Director. (Emergency exceptions will be reviewed on an as need basis)

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Have a High School Diploma or GED. College degree preferred with a concentration in culinary training.
- Prefer to have 2-3 years' experience in Restaurants services, Hospitality management, Food Service...
- Capable of conducting and assessing inventory
- Have excellent written and verbal communication skills.
- Working knowledge of Microsoft Excel, Word, PowerPoint and Access.
- Have excellent customer service skills.
- Experience with working with volunteers and delegating tasks.
- Have command of English grammar and spelling required.
- Be proficient with internet.
- Knowledge of HMIS Service Point system

WORKING CONDITIONS:

Industrial kitchen environment – Kitchen Area with occasional exposure to outdoor area.

MINIMUM PHYSICAL REQUIREMENTS:

- Must be able to navigate stairs
- Must be able to lift 25 lbs.
- May need to work outdoors
- May need to assist with other duties at RAM House
- Work special events as needed

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