

## **RAM HOUSE KITCHEN MANAGER JOB DESCRIPTION**

### **BROAD FUNCTION**

The Kitchen Manager of RAM House is the person in charge of the kitchen, dining room and food pantries. The Manager 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
- Directs the storage, security and inventory of all food used in preparation of foods
- Purchases foods, paper products and cleaning supplies for kitchen area as required and arranges for delivery based on budget.
- Provides a weekly list of needed items for donation requests
- Provides daily menus and instruction for the preparation of each day's meal
- 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.
- Files reports required by USDA. Maintains up-to-date records in a timely manner.
- Conducts and adds required data for Harvest Food program counts in a timely manner.
- Works with the Volunteer Coordinator to ensure there are always enough workers to meet the demand.
- Maintain inventory levels and conduct full weekly inventory.
- 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.
- Manage Kitchen safety and safety protocols (fires drills, safety equipment checks, procedures for maintenance and cleanliness).
- Maintains Manual for RAM kitchen department procedures including MSDS.
- Communicates 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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