



## **Job Description**

**Department:** Outreach

**Position:** Kitchen Manager

**Reports to:** Director of Outreach Services

**Summary:** The Kitchen Manager is responsible for preparing and serving public meals, including managing volunteers in the kitchen and dining area. This person will foster a warm, welcoming, and Christ-centered environment for our meal guests as well as the volunteers and staff who assist with community meals. This person is also responsible for maintaining a clean, sanitized kitchen and pantry to ensure the health and safety of all guests.

### **Responsibilities:**

1. Oversee the preparation of lunch for public meals, served Monday through Saturday.
2. Manage food service volunteers, including orientation and training, assigning volunteer roles, and providing ongoing coaching to be sure they follow mission guidelines and food safety procedures.
3. Build and maintain strong teams of volunteers that cultivate a warm, welcoming, and Christ-centered environment for our guests. Oversee volunteer scheduling, maintain contact with volunteers, and ensure appropriate coverage for each shift, including handling coverage for volunteer absences.
4. Comply with all safe food handling, storage, and sanitation guidelines.
5. Ensure all reusable items used in meal preparation and service are washed, sanitized, and stored in a safe and sanitary manner.
6. Utilize donated food items on a timely basis in meal preparation.
7. Label all leftover food items or open containers appropriately, along with food items stored in the pantry, refrigerator, or freezers.
8. Complete an end-of-shift checklist prior to leaving or assign it to others as needed.
9. Attend all team meetings to collaborate with the Food Services Coordinator on changes to the menu based on best use of donated items.
10. Attend weekly staff meetings and annual retreats.
11. Other duties, as assigned.

## **Qualifications:**

- 1. Personal:** Lexington Rescue Mission is a Christ-centered ministry, and we are looking for candidates who are passionate about our mission, desire to serve Jesus Christ in their work, and are committed to living a life to glorify Him. For this position, we are also seeking candidates who are friendly, highly organized, and professional in their demeanor. Friendly personality; personal organization skills; professional demeanor.
- 2. Education and Experience:** A high school diploma is required, and two years of commercial cooking experience is preferred. Candidates must either already have their Food Manager Certification or be able to obtain it upon hire.
- 3. Knowledge:** Qualified candidates will have a working knowledge of basic cooking methods, food safety and sanitation guidelines, and food preparation terminology. Experience in training and managing volunteers, particularly in a commercial kitchen, is preferred.
- 4. Skills and Abilities:** Qualified candidates will be able to demonstrate the ability to multi-task and stay calm in stressful situations. They must also be able to follow both written and verbal instructions, pay attention to detail, and use kitchen equipment, including a stove, oven, mixer, slicer, and three-compartment sink. Stamina is important, and candidates must be able to stand on their feet for at least four hours; bend, twist, squat, and lean over multiple times during a work shift; and lift 40 lbs. The ability to read recipes and food preparation directions and do basic math calculations for recipes is critical, and the ability to substitute donated ingredients into recipes while maintaining food quality is helpful.