WateredGardens Ministries

WASHINGTON FAMILY HOPE CENTER

KITCHEN MANAGER

PURPOSE OF POSITION

To serve the church and fill all kitchen needs at Washington Family Hope Center (WFHC) through actively engaging the local Church.

RESPONSIBILITIES

- Communicate and assist the Volunteer Coordinator to ensure that all dinner meal slots are filled for the week.
- Create and maintain a monthly menu and budget for breakfast and lunches for guests staff and volunteers.
- Work with guests to teach basic life skills of running a kitchen, preparing simple meals, and budgeting.
- Work with the Childcare Director to provide lunch for the children and volunteers in childcare throughout the week.
- Maintain sanitation and safety standards based upon requirements of the City of Joplin.
- Responsible for the performance and safety of all volunteers and residents in the kitchen.
- Ensure that all equipment is maintained and operating efficiently.
- Create daily, weekly, and monthly cleaning schedules for all components of kitchen area, to include the walk-in cooler and freezers and supply closets.
- Account for all food donations.
- Properly store and rotate food products as necessary.
- Communicate to the WFHC Director any issues pertaining to personnel and equipment.
- Develop annual goals with the WFHC Director.
- Attend meetings as required.

ORGANIZATIONAL RELATIONSHIPS

- The Kitchen Manager reports directly to the WFHC Director and works alongside the Childcare Director and Volunteer Coordinator.

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized and responsive.
- Timeliness/reliability.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Knowledge of proper food handling and safety.
- Requires the physical ability to lift a minimum of 30 lbs.
- Available to rotate holiday shifts.
- A servant's conduct.

HOURS

- Monday - Friday, 7 a.m. - 2 p.m., 35 hours/ week

COMPENSATION

- $31,200/ year

Please send all inquiries to life@wateredgardens.org