

<b>Job Title:</b> Culinary Manager	<b>Reports To:</b> Executive Director
<b>Revision Date:</b> 1/24/2012	

### **Position Overview**

This is a full-time position that provides nutritional meals for the residents of Northlands Rescue Mission and Grand Forks community members while providing administrative support for Executive Director and volunteers on a daily basis.

### **Essential Job Functions**

#### **COOKING DUTIES**

- Cook nutritional meals for residents
- During meal periods, supervise portion control and ensure that safety and sanitation procedures are complied with
- Prepare sack lunches and “Late Plates” as needed
- Prepare food for special events as needed
- Rotate perishable items as needed

#### **KITCHEN DUTIES**

- Attend staff meetings as representation of the Culinary Department
- Comply with kitchen rules
- Communicate with administrative staff daily
- Track food donations and storing
- Count meals prepared as part of a statistical report
- Coordinate food deliveries and pickups
- Verify food and freezer temperatures to ensure they are within health codes
- Ensure compliance of all health codes and regulations
- Ensure that the entire kitchen and dining area are cleaned and sanitized every night before lockup
- Secure and lock all doors, cabinets, and freezers when not in immediate use
- Restock kitchen with supplies
  - Cleaning products
  - Hygiene products
  - Paper products
  - Food Products
- Complete kitchen lockup procedures

#### **RESIDENTS**

- Provide assistance to residents who are completing kitchen details

#### COMMUNITY SERVICE PERSONNEL

- Provide job/duties to community service personnel on short notice
- Assist community service personnel who are completing service hours
- Ensure that they are being constructive with this time

#### VOLUNTEERS

- Provide creative job opportunities for volunteers
- Ensure that they have enough duties to do to fill their volunteer hours
- Provide an enjoyable experience to ensure repeat volunteers

#### **Requirements**

- Must have high level of interpersonal skills to handle sensitive and difficult situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing and spreadsheets(MSWord, Excel)
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

#### **Education/Training/Experience**

- High school diploma or GED; one or more years of experience or training; or equivalent combination of education and experience.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.