



## **Director of Culinary Operations-Blue Spoon Community Kitchen**

Boys & Girls Clubs of Metro South is the preeminent youth development organization in Southeastern Massachusetts, serving more than 2,500 youth annually from infancy to adulthood from nearly 50 zip codes at our Clubhouses in Brockton and Taunton, 100-acre Camp Riverside property, and at several community extension sites across the region. BGCMS is fueled by a critical mission *"to nurture strong minds, healthy bodies and community spirit through youth-driven, high-impact programming in safe and fun environments"* to ensure that every child in need of support, opportunity, and belonging has a positive place to spend their out-of-school hours. We hold an intrinsic belief that every child deserves an equal chance to pursue the American Dream – to have a genuine opportunity to realize their full potential to achieve a great future.

The Director of Culinary Operations oversees the production of all food at Boys & Girls Clubs of Metro South locations and for all contracts including Club meals, Blue Spoon Community Kitchen, catering, retail, special events, and future programming. The Director reports to the Vice President of Operations and serves in a leadership role, responsible for all culinary operations activities including but not limited to inventory control, menu development and efficiency, kitchen safety and training, equipment and facility maintenance and safeguarding, contract-related activities, catering and retail production, staffing management, and staff development.

The Director is expected to collaborate and coordinate with various departments as well as members of the C-Suite to ensure timely and effective preparation of safe, high-quality products and the development and implementation of new social enterprise programs. This position requires a high level of strategic thinking, hands-on leadership, professional integrity, consensus-building, and the ability to influence positive change while "leading by example." The Director will be responsible for maintaining a systems-oriented workspace that will foster a culture of responsibility and accountability throughout the culinary team. The Director is integral in the organization's growth and expansion into a diverse revenue-generating market sector while sustaining our "Local, Conscious Cuisine."

### **ESSENTIAL FUNCTIONS:**

#### **Strategic Planning and Leadership**

- Provide strategic oversight and daily communication with the VP of Operations and the culinary production team regarding production, facility, equipment, staff management, programming, menu, and standards.
- Collaborate with teams to implement BGCMS strategic vision and goals around community development, Culinary Job Training and healthy lifestyles programming as well as new social enterprise programs.
- Analyze and monitor business volume forecast and plans in the areas of labor, productivity, costs and other expenses.
- Manage and improve annual budgets for all culinary operations. Review and approve departmental budgets, staffing plans, and purchasing decisions.
- Drive continuous improvement of staffing models, menu planning, and production templates for aggressive growth and market penetration, providing real-time feedback and intelligent improvements as business or staffing changes.
- Utilize strategic problem-solving and conflict resolution techniques to support organizational change and drive continuous improvement.
- Cultivate and sustain positive and collaborative working relationships with other BGCMS leaders for special events, outreach, and Club activities.

- Perform other duties and tasks as required to maintain quality relationships with all our partners and customers and / or duties and tasks needed to drive the vision, mission, and values of the Blue Spoon Community Kitchen.

### **Operations Management and Production**

- Oversee the timely production and distribution of food products for Club meals, catering, retail, and special events. This includes strong partnership with our Urban Farm Director incorporating our Freight Farms in daily operations.
- Collaborate and communicate regularly with purveyors and suppliers to ensure alignment on the quality, quantity, and timeliness of food product deliveries in to support the consistency and excellence in culinary production and service standards.
- Lead the reinforcement and improvement of standard operating procedures for all culinary staff including recipe adherence, safe and efficient equipment and facility operation, and timely preventative maintenance.
- Drive sustainability in all facets of culinary operations. i.e., disposables, food waste, effective use of donations.
- Maintain deep working knowledge of culinary trends, regulatory compliance, and industry best practices, including HACCP protocols, ServSafe Manager standards, USDA school food and afterschool food guidelines, CACFP, SACFP and local/state food safety regulations.
- Create daily focus and motivation for the team to remain energized to deliver excellent food preparation consistently.

### **Menu Development & Program Integration**

- Lead collaborative menu planning and testing sessions, ensuring appropriate equipment and staff utilization is built in.
- Support the design and implementation of menus and recipes for Club Meals, Partner Needs, Retail Sales, and Catering.

### **Workforce Development & Team Leadership**

- Lead and coach team members via training, professional development, and innovation to ensure standards are maintained or exceeded and compliance is met.
- Foster a positive, supportive workplace culture that prioritizes employee wellness, engagement, and professional development.
- Lead coordination of staff and volunteers to deliver a consistently impactful member experience, modeling excellence and professionalism in all service interactions.
- Lead the coordination and continuous improvement of production team workflows and scheduling in partnership with Club operations and exposed to core standards.

### **QUALIFICATIONS:**

- At least 6 to 8 years of culinary management experience; Prior supervisory experience and large-volume production experience in large-scale food service operations.
- Extensive familiarity with culinary operations, food service supply chain, and fulfillment logistics in food service industry.
- Prior experience in managing related USDA programs and regulations.
- Current ServSafe Manager certification; Incumbent must maintain certification.
- Instructor /Proctor certification with ServSafe within the first 6 months of employment
- Comprehensive knowledge of program planning, organizational design, budgeting, and administrative operations.
- Demonstrated experience managing a high-performing team of direct service staff.

- Superior organizational skills, attention to detail, and project management experience, including the ability to work efficiently and effectively to meet deadlines in a cross-functional, team-based environment.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and early, late, night, and weekend hours due to nature of operations and seasonality. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

### **How to Apply:**

Please email your cover letter and resume to [hr@bgcmetrosouth.org](mailto:hr@bgcmetrosouth.org) or mail to:

Nate Hausman | VP of Operations  
Boys & Girls Clubs of Metro South | Club Support Center  
19 Court Street | Taunton, MA 02780

### **Salary Range:**

\$70,000-75,000

Benefits: Medical, Dental, STD, LTD, Life, 401k, AFLAC Supplemental Insurance, Tuition Assistance, Program Discounts, etc.

### **Search Process Target Dates:**

- Job Announced: July 14, 2025
- Resumes reviewed on a rolling basis through: August 8, 2025
- Selection made: Late August
- Start Date (anticipated): Early to Mid-September

*DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.*