



Position: Kitchen Manager
Supervisor: Chief Fiscal Officer
Classification: IV-Non-Exempt

+ Overview

The kitchen manager is responsible for the implementation of processes and procedures relating to the Central Kitchen. He/she is responsible for the coordination of food procurement for the Agency. This position has full oversight and supervisory authority over the kitchen. Responsibilities include the following: Food preparation, collecting and tracking inventory, and performing any activities required to ensure the successful continuation of nutrition activities. This is a supervisory position that includes administrative functions such as approving time, schedules, compliance monitoring, and budget management. This position requires the ability to collaborate with department directors.

+ Essential Job Functions

- Develop recipes that meet the regulatory requirements for the USDA (Senior and Child/Adult Grants)
- Develop menus that meet the regulatory requirements and are approved by a certified dietician
- Place orders for kitchen and Head Start facilities
- Develop and implement an Inventory Management Process that takes into consideration space and is needs-based
- Implement a FIFO (First In, First Out) strategy of food and food service products
- Collaborate with department directors to improve business continuity plans
- Conduct regular quality-control inspections of prepared food
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values

+ Education and Experience

- Experience in food preparation, production, and compliance monitoring for both child and senior nutrition programs
- Experience in a supervisor role
- Must have or be able to obtain a food handler license
- Excellent communication skills
- Driver's license and insured vehicle are required for all travel
- Ability to lift up to 50 lbs
- Computer skills (Microsoft Office, web-based applications, email)

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$10,000 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (CAPCIL will match up to 3%)
- Paid Time Off/PTO (6.5 days at time of hire, an additional 6.5 days after the 90-day probationary period, prorated based on hire date and increases with continued employment)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: August 29, 2024

- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Kitchen and Head Start sites have all food and supplies needed to perform quality food service operations	Provide timely, complete and accurate communication for food and supplies ordered for all customers and sites.	Weekly emails/communication confirming order and/or changes to order in SharePoint ordering tool which will match Sysco invoice	100% accuracy of food and supplies are ordered weekly and available for all Head Start sites and Corporate Kitchen
Generate increased internal customer loyalty	Positive internal opinion scores on customer service surveys	Semiannual customer satisfaction surveys	Average ranking of 3 or better on 95% of responses
Create, update, and review current recipes to meet compliance requirements	Recipe cards in Recipe Book are updated and accurate for all meals prepared and served	Update recipes in Recipe Book w/ date of update and initial	100% meals provided meet Senior Nutrition/Head Start/EHS Meal Pattern Requirements

Signature of Staff Member

Date

Signature of Human Resources Director

Date