



## JOB DESCRIPTION

### COMMUNITY KITCHEN COORDINATOR

<b>Department/Division: Community Kitchen</b>	<b>Date: 12/21/2021</b>
<b>Reports to: Community Kitchen Manager</b>	<b>FLSA Status: Nonexempt/hourly</b>

#### I. JOB SUMMARY

Reporting to the Community Kitchen Manager, the Community Kitchen Staff is responsible for managing Food Gatherers Community Kitchen including planning and execution of meals, training and supervision of volunteers, and ensuring safety and upkeep of the Food Gatherers Community Kitchen. The Community Kitchen Staff represents Food Gatherers to all stakeholders in accordance with our established guidelines and values.

This is a full time (40 hours/week) position with occasional weekends, evenings, and special events required. The regular schedule for the will be five consecutive days at the Community Kitchen located in the Robert J Delonis Center (312 W Huron St, Ann Arbor, MI 48103), but occasional variation in schedule will be required.

#### II. ESSENTIAL FUNCTIONS

- Responsible for planning fresh meals at the Community Kitchen (CK) to maximize use of available donated items and coordinating with the Community Kitchen Manager to order food from outside vendors as needed. Plans menus to meet the needs and preferences of meal guests.
- Oversees the preparation and serving of nutritious, high quality, appealing meals to guests of the Food Gatherers Community Kitchen.
- Supervises and assigns activities to volunteers, including prep, cooking, serving, routine cleaning, and special cleaning projects
- Always maintain food safety as a top priority
- Ensures safety of volunteers at the CK
- Coordinates with other staff to plan meals that optimize nutritional content and provide variety
- Is responsible for the opening and/or closing of the CK, following all standard operating procedures.
- Responsible for planning and implementing comprehensive cleaning schedule with other CK staff
- Completes and collects document as needed, including meal prep logs, meals served logs, temperature logs, volunteer documentation, incidents reports, equipment inspections, etc.
- Orders supplies and ingredients for use at the CK; manages food inventory at the CK along with other CK staff
- Assists with culinary projects such as frozen entrée prep, batch prep of dressings, stocks, etc.
- Assists with projects at Food Gatherers' warehouse or off-site as needed
- Represents Food Gatherers on committees as needed
- Proactively works with supervisor and other Food Gatherers staff to continuously improve service provision at the CK
- Complies with the organization's policies and procedures, work rules; safety requirements; quality standards; industry standards; and applicable local, State, and Federal laws

- Performs other related duties and responsibilities as needed and assigned

### III. SUPERVISORY RESPONSIBILITIES

- Supervises Community Kitchen volunteers and paid and unpaid interns

### IV. QUALIFICATIONS

- **Education / Training**

- High School Diploma or GED required
- Formal culinary education preferred; prior work experience can be substituted for formal training

- **Experience**

- Two years of experience in food service role preferred

- **Licenses / Certifications**

- ServSafe Food Safety Manager's Certification (within 6 months of hire)
- ServSafe Allergen Certification (within 6 months of hire)
- First Aid/CPR Certification (within 6 months of hire)

- **Knowledge, Skills, Abilities**

- Knowledge of and demonstrated passion for culinary arts
- Works cooperatively and effectively with other FG staff and volunteers
- Manages multiple priorities under aggressive deadlines, and manages time efficiently
- Maintains personal safety and food safety as a priority at all times
- Provides excellent customer service to everyone, including our community partners, partner programs, volunteers, donors, and individuals we serve
- Gives and receives feedback in a respectful and productive way
- Represents Food Gatherers in a professional manner under a variety of conditions.
- Monitors communication (email, voicemail) during assigned hours and responds within an appropriate timeframe (high priority within 24 hours)
- Conflict resolution
- Verbal and written communication
- Project management, specifically the ability to organize, prioritize work, and meet deadlines
- Knowledge of food safety practices
- Knowledge of County Health Department's rules, regulations and guidelines.
- Detail-oriented, focused on accuracy
- Patience, sensitivity, and compassion towards people in diverse populations, including those with special needs.
- Knowledge and ongoing training in food safety, equipment use, and chemical safety
- Knowledge of MS Word, MS Excel, Google Apps, email system, as well as Internet research
- Works independently with minimal day-to-day supervision

- **Personal Attributes and Values**

- Passion for food and culinary endeavors
- Passion, enthusiasm, focus, and creativity around Food Gatherers' vision, mission, and values of community, leadership, transparency, and diversity
- Impeccable integrity and honesty
- Good listener who values weighing data and diverse viewpoints before making or proposing a decision
- Innovative self-starter and problem solver with a bias towards action

- Ability to work independently and in a team setting with people of diverse backgrounds/circumstances

## **V. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

### **● Mental Demands / Judgment Required**

- Makes some decisions on cases not previously covered, based on general knowledge of the organization and procedures; devises new methods, modifies or adapts standard procedure

### **● Physical Demands**

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, repetitively lift and carry up to 50 lbs., and use fingers and hands to manipulate objects

### **● Working Conditions**

- Works inside, in a commercial kitchen environment with multiple people; works around machines with moving parts and moving objects and radiant and electrical energy; works closely with others, occasional work outdoors near dumpsters

### **● Equipment (Machines, tools, devices used in performing only the essential functions)**

- Office - MS Word, MS Excel, Google Apps, copiers, printers, personal computers
- Kitchen - Ovens, steamers, dishwashers, refrigeration equipment, service equipment, knives

*The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.*

*Food Gatherers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Food Gatherers complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*