Job Title:

Kitchen Manager - Washington Family Hope Center

Job Description:

Purpose of Position:

- To serve the church and fill all kitchen needs at WFHC through actively engaging the local Church.

Responsibilities:

- Communicate and assist the Volunteer Coordinator to ensure that all dinner meals slots are filled for the week.
- Create and maintain a monthly menu and budget for breakfast and lunches.
- Work with the Childcare Director to provide lunch for the children in childcare through 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 schedule for all components of kitchen area, to include walk-in cooler and freezers.
- Account for all food donations.
- Properly store and rotate food products as necessary.
- Oversee the production and packaging of fudge for the Worth Shop fundraisers.
- Communicate to the WFHC Director any issues pertaining to personnel and equipment.
- Develop annual goals with the WFHC Director.
- Attend weekly staff meeting.

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.
- A servant's conduct.

Hours: Monday - Friday, 7am - 1pm
Please direct all inquiries to matt@wateredgardens.org