

**Job Description**

**Job Title**:Kitchen Manager (KM)

**Department:** Services

**Reports To**: Director of Services (DS)

**FLSA Status:** Hourly; up to 32 hours per week

**Starting Salary:** TBD

**General Description of Work:**

The KM, under the direction of the DS, is responsible for the operation and provision of food services program. This includes ordering food, coordinating work schedules, managing a budget and managing deliveries. Ensures that meals are prepared according to County Health Standards and are nutritious and sufficient to the Mission’s needs.

**Essential Functions:**

* Insure that meals are provided every day to all meal sites with the operating budget
* Supervise Cook, Program Members and volunteers assigned to food services
* Responsible for all meal planning and preparation utilizing budget and donations
* Create nutritional and tasty meals while stretching provisions
* Accept and pick up donations, provide receipts, and coordinate with local business and food banks to maximize consumption and minimize waste
* Ascertain what donations can be used
* Insure all donated food is properly receipted
* Insure that all equipment is properly maintained and in working order. Train others in correct utilization
* Operate all food services in compliance with established health and safety standards including Kitsap County Department of Health, USDA and OSHA
* Submit each week an inventory of all food that has been purchased or donated.
* Train volunteers and residents in proper safety and food handling procedures
* Mentor/disciple residents assigned to work in kitchen
* Maintain inventory and storage of all consumables
* Responsible to train and oversee residents and volunteers.

**Knowledge, Skills and Abilities Required:**

* Ministry mindset and able to model servant-leadership
* Knowledge of proper food handling and safety
* Good teaching and training skills, conceptually and practically
* Strong planning and organization skills, excellent manager of resources, detail oriented
* Good mathematics, reading, and writing skills
* Computer literate
* Interpersonal skills, able to effectively communicate and relate with diverse groups of people.
* Graduation from an Accredited Culinary Arts school or two years of related experience.
* Current Kitsap County Food Handler Certification (or willingness to obtain)

**Preferred Personal Attributes and Values:**

* Have a personal relationship with the Lord Jesus Christ and a credible testimony to the same
* Provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living
* Be a member in good standing or in regular fellowship with a local evangelical church
* Have a heart of compassion and caring toward the homeless and hurting
* Have a deep desire to serve the Lord Jesus Christ in the ministry of life recovery for those coming off the streets out of homelessness and out of addictions of all kinds

**Required Personal Attributes and Values:**

* Must subscribe to the Kitsap Rescue Mission’s Statement of Faith and By-Laws
* Possesses and demonstrates excellent personal integrity
* Demonstrates a courteous and Christ-like manner with guests, volunteers, co-workers, and internal and external partners/agencies

**Working Conditions/Physical Factors:**

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Work in varying temperatures from 0 to 110 degrees between winter and summer, coolers and freezers.

Standing: *Frequently* Lifting: *Frequently*, up to 50 lbs

Reaching: *Frequently* Bending: *Frequently*

Climbing: *Occasionally, stairs*

In any position with the Kitsap Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Kitsap Rescue Mission services.

**Requirement:** Kitsap Rescue Mission is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such employees must share the Mission’s Statement of Faith and Lifestyle, and adhere to the Mission’s Employee Policy Manual and other guidelines set forth by the Executive Director. This position **does not** require a Conflict of Interest Statement.