



Position: Sarah Heinz House Kitchen Staff
Reports to: Director of Wellness and Family Engagement
Position Type: Non-Exempt

SCOPE:

The Kitchen Staff is responsible for overseeing all daily activities of the SHH kitchen and café eating area. They will continue to grow the kitchen by offering government supplemented lunches during the School Year season, beginning on September 17th, 2018 and ending on April 26th, 2019. This position works directly with all Sarah Heinz House leadership staff. Responsibilities will include kitchen safety, preparing lunches for all members, and prepping a snack for the evening. The Kitchen Staff will maintain a safe and positive work atmosphere for all kitchen workers, and will oversee all cooking, sanitation, safety and employability assets.

REQUIRED SKILLS:

- Knowledge of food safety and sanitation principles
- Experience in a variety of kitchen positions and environments
- Food handlers permit
- Proven food safety and sanitation knowledge and implementation
- Ability to organize and manage multiple priorities
- Ability to work with children
- Ability to effectively build and work within a team environment
- Excellent organizational skills
- Excellent customer service
- Ability to lift 50 lbs.
- Ability to stand for 8 hours

PREFERRED EXPERIENCE/SKILLS:

- Food Safety Certifications - Required
- Experience working within a nonprofit organization
- Experience working with children
- Experience supervising both teenagers and adults

Job responsibilities include but are not limited to:

DAILY RESPONSIBILITIES:

- Create a profitable menu that is nutritious and cost effective.
- Planning, Organizing, Developing, and Implementing discounted and/or free lunch programs for members
- Run all daily operations for the department. Including food ordering, kitchen organization and cleaning, food preparation and service.
- Recruit, hire, train and supervise any needed kitchen help, both volunteer and paid employees, for daily operations and department related programs. All paid employees must be approved by supervisor.
- Maintain any records or counts needed for government food programs and/or reports for grant purposes.
- Order all necessary supplies for the kitchen. Properly store and rotate all kitchen supplies.
- Maintain an accurate inventory, logs and kitchen records.
- Supervising and maintaining the general condition of the Kitchen and Café facilities, including the equipment in those areas.
- Maintain a clean/safe kitchen that complies with all local health codes.
- Acquire and maintain current certifications, knowledge, and training as related to department (incl. Health Department compliances, etc.).
- Directly assist program staff with programs and activities that are held at Sarah Heinz House. Responsible for all planning and implementation of kitchen involvement for special events.
- Develop affective ways to communicate to staff, volunteers, members and their families any changes taking place in the kitchen, menu options and general information that may be helpful for the success of the kitchen.

Schedule:

The schedule for all kitchen employees would be Mondays- Saturdays from 3:30pm-9:00pm. We are potentially looking for two kitchen employees.