

# Kitchen Coordinator

GRACE is hiring a Kitchen Coordinator to assist with day-to-day operations of our new kitchen, including food preparation, serving, and - primarily - recruiting, coordinating, training, and supervising volunteer groups who come in to prepare meals.

Position description:

The Kitchen Coordinator works with the Kitchen Manager and volunteer groups to provide consistent, high-quality nutritious food at scheduled meal times.

Primary job duties include:

- Identify, recruit, train, and manage kitchen volunteers
- Establish agency orientation, training, and background check standards for kitchen volunteers
- Model proper safety, cleanliness, and professional standards for all kitchen volunteers
- Coordinate volunteer programs and activities and community work groups
- Provide follow up correspondence to kitchen volunteers to increase retention and express appreciation
- Create and maintain a positive working relationship and good communications with all NCFCHH/GRACE Marketplace and partner staff
- Coordinate donations and donation pick-ups as needed
- Maintain volunteer meal calendar and communicate with and schedule volunteer meal groups
- Supervise volunteer meal groups to ensure proper food handling procedures are being followed
- Conduct outreach to community groups to develop and maintain an ongoing supply of volunteer meal groups
- Work with Kitchen Manager to manage inventory rotation and product storage standards
- Maintain kitchen and dining area by ensuring cleanliness and safety, and monitoring equipment conditions
- Ensure that all food and products are consistently prepared and served according to portioning, cooking and serving standards
- Fill in where needed to ensure guest service standards and efficient operations
- Provide training for volunteer groups in safe operation of all kitchen equipment and utensils
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas
- Attend all scheduled employee meetings and brings suggestions for improvement

Reports to: Kitchen Manager

GRACE is proud to offer health insurance to its employees, as well as paid vacation and sick time.

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E-mail resume and cover letter no later than 5 pm on October 15, 2015. No phone calls. Cover letter should include an overview of kitchen experience and experience recruiting, supervising, and training volunteers. Incomplete applications will not be reviewed.

Criminal background check and drug screening will be conducted on all new hires.