

Kitchen Manager

GRACE Marketplace is hiring a Kitchen Manager to oversee our new kitchen. The Manager will be responsible for all kitchen functions, including but not limited to food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. The Kitchen Manager should at all times uphold the GRACE mission and vision, and model cleanliness, organizational, and food quality standards at all times.

This is a new position, in a brand new facility, with room for expansion into a catering business and job development program. The Kitchen Manager will supervise a kitchen coordinator, who will in turn oversee the volunteer portion of the operation.

Primary job duties include:

- Manage the day-to-day operations of the GRACE kitchen\
- Work with the Operations Director to develop and implement policies and procedures for food handling, preparation, storage, and ordering.
- Ensure that all food and products are consistently prepared and served according to portioning, cooking and serving standards.
- Responsible for ordering food products and kitchen supplies and making sure they are received in correct unit count and condition and deliveries are received in accordance with GRACE's receiving policies and procedures.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points
- Fill in where needed to ensure guest service standards and efficient operations
- Work with volunteer coordinator, staff, and volunteers to plan meals and special events
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance programs.
- Work with Operations Director to develop job training programs and opportunities
- Provide input to Operations Director on employment and termination decisions
- Provide orientation of company and department rules, policies and procedures and oversee training of new kitchen employees
- Prepare all required paperwork, including forms, reports and schedules in an organized and timely manner
- Maintain inventory of kitchen supplies
- Be knowledgeable of policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of policies, rules and procedures.
- Oversee the training of volunteers in safe operation of all kitchen equipment, cleanliness, and sanitation practices

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- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas
- Attends all scheduled employee meetings and brings suggestions for improvement

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

E-mail resume and cover letter to jdecarmine@gracemarketplace.org no later than 5 pm on October 15, 2015. No phone calls. Cover letter should include an overview of kitchen supervisory experience, including special events. Incomplete applications will not be reviewed.

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