Kitchen Manager

DEPARTMENT: Program
REPORTS TO: Unit Director – West Jefferson
FLSA: (X) Part-Time 25-29 hours/wk ( ) Full-Time ( ) Exempt (X) Non-Exempt

PRIMARY FUNCTION:
The Kitchen Manager insures that food served will meet or exceed the Boys & Girls Club of Cheyenne standards of excellence and governmental regulations at all items. The Kitchen Manager must take responsibility for setting the expectation for all kitchen team members. The Kitchen Manager must meet or exceed the example of our standards at all times, whether it may be safety, cleanliness, organization, or food quality. The Kitchen Manager is responsible for all food served including Healthy Habits programming, board meals, meals, snacks, and special event items.

DUTIES AND RESPONSIBILITIES:
This is a position responsible for the development and operation to support a critical factor in our Club, food quality and safety.

- Lead the long and short term planning and day-to-day operations of the kitchen.
- Manage food quality and safety by monitoring the food temperature according to standards; monitoring food recalls; and inspecting food preparation, storage, and serving areas to ensure observance of safe, sanitary practices including cooling, covering, labeling and dating food products in accordance with regulations; managing inventory rotation and product storage; organization of the kitchen; overall cleanliness and condition of kitchen, pantry and serving areas and the equipment; competence in and execution of all labor laws and food safety laws.
- Manage the day to day food service operation including budgeting, ordering, and preparing diversified menus and healthy meals as specified by written recipes and in accordance with USDA and other regulatory guidelines. Assure the proper receipt and storage of all food and food preparation equipment. Assure consistent and accurate records are kept for temperature logs, meal logs, etc.
- Food preparation including: turn or stir foods to ensure even cooking; season and cook food according to recipes or personal judgement and experience; weigh, measure, and mix ingredients according to recipes or personal judgement, using various kitchen utensils and equipment; regulate temperature of ovens, broilers, grills and roasters; bake, roast, broil, and steam meats, vegetables and other foods; wash, peel, cut, and seed fruits and vegetables to prepare them for consumption; carve and trim meats such as beef, veal, ham, pork, and poultry for hot or cold service or for sandwiches; butcher and dress animals, fowl, or shellfish or cut and bone meat prior to cooking; observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, piercing with utensils, and/or thermometer; bake breads, rolls, cakes and pastries; and being prepared and able to modify a recipe to accommodate possible food allergies.
- Communicate with Unit Director, Facility and Safety Coordinator, and Assistant Director the need for facility updates or equipment repairs.
- Seek training for self and other staff team members on the skills needed to safely run a nutrition program according to guidelines.
- Address difficult or sensitive issues when they may occur in the kitchen area, correcting negative actions as needed.
- Collect data and assist in providing information needed for grants, Federal reimbursements, and other funding sources.
• Encourage program participation of members and projects a positive and pleasant image at all times. Greet all members and guests with a smile and keeps the area (kitchen, pantry, food service areas, and dumpster area) clean, orderly, and updated.
• Assure the membership data is accurate and up to date by tracking membership and specific program involvement through the membership database, recording members as they enter and exit the program area.
• Maintain confidentiality of appropriate information, maintain electronic and hard copy filing systems, responsible for all reports’ accuracy and completed in a timely manner, facilitate easy retrieval of all information.
• Coordinate and implement the Healthy Habits program.
• Responsible for the Chili Challenge food.
• Participate in weekly staff meetings.
• May be required to participate in special programs and/or events.
• May be required to work some nights and weekends.

PHYSICAL DEMANDS:
Work involves exerting 20-50 pounds of force occasionally, or 10 to 15 pounds of force frequently to move objects, and walking/standing approximately 80% of schedule shifts. This job operates in a kitchen environment. This role routinely uses kitchen tools, to include sharp knives and stove. Employees in this role are frequently exposed to hot water, potentially slippery floors, garbage disposals, and cleaning chemicals. There is exposure to various temperatures both inside and outside.

RELATIONSHIPS:
Internal: Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
External: Works closely with vendors. May be required to contact community groups, schools, members’ parents and others to assist in the overall operation of the Club.

REQUIRED:
• Current ServSafe Food Protection Manager Certification or ability to obtain within 30 days of employment.

SKILLS/KNOWLEDGE DESIRED:
• A minimum of three (3) years work experience in a Boys & Girls Club or similar organization with similar duties.
• Demonstrate the ability to prepare budgets and reports.
• Ability to comply with government and private guidelines and regulations relating to food service and grants.
• Good communications skills, both verbal and written.
• Strong organization and analytical skills.
• Knowledge of youth development and nutrition.
• Demonstrate the ability to work with children and the general public.
• Ability to maintain a safe environment.
• Mandatory CPR and First Aid Certifications.
• Valid state driver’s license. May be required to drive Club vehicle and obtain CDL license to operate our busses.
• Be a “team” player in order to reach our goals.
DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor, to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCCHEY may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCCHEY is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: ___________________________________________ Date
Kitchen Manager

Approved by: ___________________________________________ Date
Unit Director

Approved by: ___________________________________________ Date
Chief Professional Officer