

Job Description: Kitchen Manager
Father's Table

Open Door Ministries of High Point Inc.

<u>Job Title:</u> Kitchen Manager Open Door Ministries	<u>Pay Level:</u> Hourly
<u>Reports To:</u> Operations Supervisor Executive Director.	<u>Position:</u> Part-Time
<u>Job Statement:</u> The Kitchen Manager of the Father's table is responsible for serving breakfast and lunch or dinner meals, organizing volunteers and maintaining the highest level of cleanliness of the Father's Table.	
<u>Responsibilities:</u> <ul style="list-style-type: none">➤ Uphold and strengthen the Christian purpose and mission of Open Door Ministries of High Point Inc..➤ Follow confidentiality procedures in working with staff and clients.➤ Attend all staff trainings and staff meetings as scheduled.➤ Assist in ordering supplies and equipment necessary for the operation of the Father's Table.➤ Preparation of meals in a safe and timely manner.➤ Coordinate and assign specific duties for volunteers.➤ Work closely with churches, companies or community groups who present to cook and serve meals.➤ To ensure that the kitchen and coolers are clean and ready for next meal preparation.➤ Communicate positively with staff, volunteers, board members and donors.➤ Attend special events when appropriate➤ Performs any and all related duties as required or assigned by Operations Supervisor.➤ Resolve problems and disputes of community individuals.➤ Plan and organize the cleaning of food storage areas, kitchen area and the dining area.➤ Maintain documentation and prepare necessary reports for donations from the community that arrive on your shift.➤ Produces necessary data for federal, state and local reports.➤ Maintain accurate records of food usage during your shift.➤ Maintains statistics and documentation of meals provided.➤ Follow the FI-Fo (First in First out) rules of the kitchen.➤ Enforce the HACCP policy (Hazardous Analysis Critical Control Point) which monitors the processing of food in a safe manner to avoid any contamination.➤ Monitor community access to kitchen through receiving area.	

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➤ Utilize appropriate communication skills with staff, the public and funding sources.

- V. Qualifications:**
- 1) Two year degree or experience in the food service industry.
 - 2) Serve Safe Certification from food service industry.
 - 3) Certification in CPR / First Aid Training.
 - 1) Current / Valid North Carolina Driver's License.
 - 2) Excellent communication and organizational skills.
 - 3) Demonstrated ability to write reports.
 - 4) Ability to work with other staff and volunteers within a teamwork approach.
 - 5) Ability to problem solve effectively with individuals.
 - 6) Demonstrated competency in use of Microsoft Excel, Word, Access and Publisher programs.

Successful applicant will complete all necessary forms, provide application and resume, be willing to improve job skills through education, develop positive atmosphere for residents and staff.

Kitchen Manager (Father's Table)
Open Door Ministries of High Point Inc.

Donald F. Bellemore, Operations Supervisor
Open Door Ministries of High Point Inc.

Stephen B. Key Executive Director,
Open Door Ministries of High Point Inc.

Date: 02/04/2020