



Albany Helping Hands Kitchen Manager

30-40 hours a week (depending on your preference)

Starting at \$17 an hour | Paid Leave (Health Insurance if at 40 hours) **TO APPLY:** Send your resume to Leigh@albanyhh.org

The Kitchen Manager is responsible for planning and preparing economical, healthy meals with a variety; for the sanitation and maintenance of the shelter kitchen, appliances, and pantries; and for managing and utilizing donated and purchased food items. This position is responsible for scheduling and training volunteers in methods of food preparation, cooking, portion and cost control, and sanitation and cleanliness. The Kitchen Manager reports to the Program Manager.

DUTIES AND RESPONSIBILITIES:

- Develops schedule for kitchen staff and volunteers to ensure coverage and maximize operation efficiency. Work collaboratively with Program Manager for volunteer base, scheduling and rule violations.
- Creates detailed menus and provides written prep instructions for Kitchen Assistant.
- Minimizes food waste and prepares meals utilizing fresh ingredients by following first in first out method.
- Assists Program Manager with Food Share ordering information.
- Prepares all required paperwork, including forms, reports and schedules in an organized and timely manner.
- Maintains all necessary written documentation as required by the health department, USDA and other governing bodies and/or funders.
- Provides orientation and training (rules, policies and procedures) for new staff and volunteers.
- Fills in where needed to ensure service standards are met and operations are efficient.
- Ensures all equipment is kept clean and in good working condition.
- Oversees and ensure the kitchen policies for volunteer performance are followed.
- Responsible for maintaining cleaning schedules for kitchen floors, walls, hoods, shelves, grease traps, all other equipment, and food storage areas.
- Checks, maintains, and records proper food holding and refrigeration temperature control points.
- Establishes good working relationships with vendors, volunteers and community donors.
- Maintains strict confidentiality.
- Follows all Albany Helping Hands service philosophies, policies and procedures.
- Performs other duties as requested.
- Maintains regular job attendance and adherence to working hours.

REQUIRED SKILLS:

- Previous experience in a commercial kitchen setting cooking, menu planning and following food safety protocols.

- Current Food Handlers certification card.
- Ability to work in stressful conditions while maintaining a positive and constructive attitude and an open mind.
- Ability to prioritize tasks and delegate when appropriate.
- Consistently maintains a professional demeanor and encourages individual respect.
- A team player who works collaboratively with others.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee must be able to:

- Stand for extended periods of time.
- Move around the facility, stoop, kneel, bend, crouch and reach repeatedly.
- Lift, push and pull up to 50 pounds routinely, 75 pounds occasionally.
- Tolerate exposure to noise and heat in a kitchen/cafeteria environment.
- Utilize a keyboard.
- Meet specific vision abilities to include close, distance, color, peripheral, depth perception and ability to focus.