

JOB POSTING
Full-time Kitchen Manager Position
March 2, 2015

Position Reports to: Associate Director

Direct Reports: Head Cook, Assistant Cook and Kitchen Assistants

We are Ministry with Community, a Kalamazoo non-profit whose mission is to empower people to make positive life changes! We challenge you to make a difference in people's lives while utilizing your talents to provide professional leadership and direction to kitchen personnel and volunteers. Candidates need the ability to juggle multiple tasks within a fast paced environment, ensure kitchen cleanliness and sanitation, and show compassion and understanding towards people experiencing poverty, substance abuse and mental illness.

Essential Functions:

1. Places food and supply orders as needed and receives product by verifying invoice and freshness of merchandise.
2. Hires and trains employees to organization's standards.
3. Sets excellent customer service and work examples.
4. Actively participates as a member of the management team.
5. Manages staffing levels throughout the kitchen.
6. Oversees kitchen labor and food cost to budgetary requirements.
7. Speaks and writes fluent English and communicates effectively.
8. Able to carry loads greater than 50 pounds, and transport up to 70 pounds regularly.

Qualifications

1. Commitment to quality service and food knowledge.
2. Knowledge of training techniques, active supervision and motivation of employees.
3. Awareness of local, state and federal health and sanitation laws.
4. Understanding of proper use and maintenance of major kitchen equipment.
5. A minimum of 4 years working in management.

The above are a highlight of the position, however Kitchen Manager candidates may find a full job description at www.ministrywithcommunity.org

Salary: \$28,000-30,000/yr, plus benefits

To apply: Please submit a letter of interest and resumé to: Associate Director, 440 N Church St, Kalamazoo, MI 49007

Deadline: March 30, 2015

An Equal Opportunity Employer
M/F/D/V