

FOOD FOR LANE COUNTY JOB DESCRIPTION

POSITION TITLE: Day Kitchen Supervisor

RESPONSIBLE TO: Kitchen Manager

HRS PER WEEK: 30 – 32 hours per week 11 AM – 5 PM (Monday through Friday)

CLASS: NON-EXEMPT

HOURLY WAGE: \$18.00/hour

BENEFITS: Health insurance added after 60 days; other benefits added after 90-day mutual trial period completed.

SUMMARY of POSITION: The Day Kitchen Supervisor will coordinate, supervise and work with volunteers to prepare food at our Bailey Hill location for the Dining Room as well as other meal sites that FOOD For Lane County serves.

PRIMARY TASKS & RESPONSIBILITIES:

- ❖ Oversees operation of day kitchen activities
- ❖ Supervises volunteer crews, overseeing the safe use of equipment, training volunteers to ensure the safe and sanitary handling of food, maintaining a clean and sanitary kitchen
- ❖ Develops recipes using donated food
- ❖ Supervises food preparation, production projects and repack projects in the kitchen
- ❖ Coordinates with Dining Room staff on meal menu, volume and special requests
- ❖ Maintains and document cleaning schedule and task rotation
- ❖ Performs other tasks as assigned in the area of cooking, food preparation, training, volunteer management, cleaning, etc.
- ❖ Provides back-up and support to other kitchen programs when necessary
- ❖ Complies with FFLC COVID-19 public health policies and guidelines

OTHER TASKS & RESPONSIBILITIES:

- ❖ Maintains neat and clean personal appearance by Oregon Health Department standards
- ❖ Represents FOOD For Lane County to the public with knowledge and respect
- ❖ Follows FFLC policies and procedures stated in the FFLC Handbook
- ❖ Upholds FFLC values of compassion, inclusion, and collaboration
- ❖ Attends all relevant staff meetings as directed by supervisor
- ❖ Engages in ongoing program planning with FFLC staff
- ❖ Performs other tasks as requested by Supervisor

SKILLS & QUALIFICATIONS:

- ❖ Must be patient, in good health and possess good interpersonal skills
- ❖ Ability to keep a high energy, positive, non-judgmental attitude at all times
- ❖ Have a minimum of two years of food service experience
- ❖ Experience with institutional food preparation preferred
- ❖ Experience with supervision of employees and volunteers
- ❖ Experience in Volunteer management; Managing institutional kitchen equipment; and Intuitive cooking background
- ❖ Ability to work a flexible work schedule
- ❖ Must have a current Oregon Food Handlers card
- ❖ Ability to safely lift 50 lbs. during the work shift
- ❖ Must have a safe driving record, a valid Oregon driver's license, and qualify for insurance coverage with FOOD For Lane County's insurance carrier
- ❖ All offers for employment are contingent upon a satisfactory background check

To apply for this position, send your resume and FFLC application (found on our website: foodforlanecounty.org/employment) in PDF form. Include both the position title and your name in the subject line of the email.

Send applications to Dan Budd: dan@foodforlanecounty.org

Application will be reviewed as they come in and the process will remain open until June 25.

FFLC is an Equal Opportunity Employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, marital status, genetic information, veteran status, or diverse ability, or any other characteristic protected under local, state or federal law.