



**Leading Families Home
Kitchen Coordinator**

The Kitchen Coordinator will perform all duties and responsibilities in a manner that models the mission and vision of Leading Families Home.

Job Title: Shelter Kitchen Coordinator
Location: Ashland Ave. facility
Reports To: Residential Support Coordinator II
Supervises:
Status: Non-Exempt
Date: July 13, 2020
Revised Date:

SUMMARY:

Performs activities relating to food ordering, meal/menu planning, and meal preparation. Oversees the day-to-day operations of the kitchen and ensures constant compliance with food safety laws and policies and ensures consistent quality for shelter participants.

DUTIES AND RESPONSIBILITIES:

- Coordinates all food service operations and day-to-day operations of the kitchen
- Provides direction to shelter and kitchen staff relating to food preparation, safety, serving
- Monitors kitchen operations to ensure compliance with health, safety, fire, organization regulations, laws, and policies
- Administers and prepares menu planning and food purchasing
- Prepares meals for shelter participants and is capable of performing all duties of the kitchen
- Ensures products are stored at the correct temperatures and the recipe books are up to date with current menu items, portions and ingredients
- Ensures utilization of daily prep sheets and that product counts are recorded accurately daily.
- Prepares monthly inventory process.
- Ensures kitchen is run efficiently and within budget
- Prepares monthly and annual budgets

QUALIFICATIONS:

- High School diploma or equivalent
- Must possess a high level of customer service
- Ability to plan and multi-task
- Knowledge to develop budgets

- Ability to work effectively with a wide range of people in a diverse community.
- Self-motivated with high energy level
- Conflict resolution skills
- Strong verbal communication skills
- 3+ years of kitchen coordination/food preparation experience
- Must be willing and able to work with a diverse
- Must demonstrate the ability to customarily and regularly exercise discretion and independent judgement in significant issues

PHYSICAL DEMANDS

Physical demands described are representative of those that must be routinely met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Ability to lift up to 25 pounds.
- Ability to perform job responsibilities in facilities with multiple levels and without elevator or mechanical transportation,
- Operates a computer and keyboard.

WORKING CONDITIONS:

Working conditions described are representative of those that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

- Smoke-free working environment
- Drug and Alcohol-free working environment
- Weapons free working environment

AGENCY

- Adheres to Beach House, Inc.'s policies and procedures
- Acts as a role model inside and outside of the organization
- Performs other duties deemed necessary for the benefit of Beach House, Inc.

This position description is not intended to be a completed list of all responsibilities, duties or a skill required for the job and is subject to review and change in accordance with the needs of Beach House, Inc. dba Leading Families Home and contractual obligations.

Like most American employers, LFH does not offer employees formal contracts of employment. Rather all employment is "at will," meaning that either you or the Company may end your employment at any time for any reason.

POSITION AND DESCRIPTION REVIEW:

I have read this position and description and discussed it with my supervisor, I agree to perform these functions and understand that this description will be the formal basis for my performance evaluation. This understanding also applies to any subsequent attachments, and to specific department goals. I further understand that no position description can detail all the duties and responsibilities that may be required inherent in a job or reasonable required for its performance shall also be considered when evaluating my performance. I understand that this position description will be reviewed annually for continued accuracy and appropriateness

X

X

Employee

Date

Supervisor/HR