



Job Title: Kitchen Manager
Department: Food Services
Reports To: Food Service Director
Direct Reports: less than 10*

FLSA Status: Non-Exempt
Employment Classification: Full-time
Last Update: December 2023

Position Summary

The Kitchen Manager is responsible for overseeing the daily tasks for the Union Gospel Mission (UGM) kitchen. Establish and maintain relationships with staff, trainees and volunteers. Plans and leads preparation, serving/delivery of all meals including holiday meals and special events, including donations of needed items from vendors and local restaurants. Provide assistance and assume a role of a mentor in the food service training program, which aims to enhance, economic mobility and offer potential earn an income.

Essential Job Functions

Staff / Trainees / Volunteers

- Schedule kitchen program staff and trainees
- Ensure the safety and wellbeing of all program staff, trainees, and volunteers.
- Ensure team members follow guidelines, policies and procedures
- Be and active participant in monthly team meetings and complete assigned action items as requested
- Provide mentorship and training as needed

Kitchen Operations

- Lead the preparation and distribution of meals from your location
- Prepares requisitions for food items, and supplies
- Helps ensure regulations, policies, and procedures are followed
- Helps ensures operations and food preparation areas and equipment are maintained in a clean and sanitary manner that meet or exceed all applicable Health Department safety rules and regulations
- Assist in developing menus according to federal USDA requirements to provide high quality nutritious meals while maximizing inventory and minimizing costs and food loss
- Develops, implements, and monitor “first in” “first out” food inventory system.

Maintenance / Sanitation:

- Report all mechanical problems and repair needs to the Food Services Director
- Ensure scheduled maintenance checks are completed timely



- Lead and provide training to maintain a clean kitchen environment that meets or exceeds current Health Department regulations
- Ensure adequate inventory of cleaning supplies for the kitchen area

Inventory and Safety:

- Assist and provide input in the ordering of food items and paper goods
- Maintain a daily and weekly inventory of food items and paper goods
- Ensure good controls over such items to prevent loss
- Provide trainees and program staff safety instruction
- Ensure safety of the working environment
- Assist in maintaining logs on USDA and Commodities Inventory to be available for audit purposes.
- Ensure the kitchen has an adequately supplied first aid kit

Skills and Qualifications

- High school diploma or equivalent
- 3-5 years' experience planning and preparing meal services
- Provide leadership, coaching and mentor team members
- Experience in the delivery of meal services in large group settings
- Experience in controlling cost and inventory
- Ability to obtain donations, grants and contributor assistance
- Excellent attention to detail and accuracy
- Organizational and time management skills
- Ability to work independently and as part of a team
- Effective communication and interpersonal skills
- Commitment to the mission and vision of the organization

** This position does not have managerial authority to hire, fire or discipline.

Typical reports: cook, pantry, dishwasher, food service

Applicants to contact:

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