

Kitchen Shift Lead - Job Description

Job Title: Kitchen Shift Lead & Client Trainer
Job Status: Full -time, regular – Non-Exempt
Hours: 40 hour schedule, hours vary, with occasional overtime as required.

Job Summary: Performs a variety of food service operations as directed by the Kitchen Manager. Trains and develops clients in vocational training who are assigned to the kitchen.

Job Duties & Responsibilities:

Food Services

- Communicates and collaborates with the Kitchen Manager to plan well-balanced meals with minimal food waste
- Assists with managing all incoming and outgoing food. Weighs and logs all incoming/outgoing food and records on the in-kinds tracking form.
- Ensures all incoming food is correctly stored in appropriate location (pantry, freezer, walk-in), and maintains continuous inventory of food and supplies; Reports shortages to Kitchen Manager.
- Ensures necessary food and material goods are available for daily meals.
- Assists with the preparation, serving, and cooking of all food, including food for special events, when assigned.
- Ensures quality and presentation of every meal served to clients.
- Maintains cleanliness in the kitchen work area, dining room area, food preparation area, refrigerator, walk-in, freezer and pantry.
- Ensures all kitchen equipment is operating properly and is used properly to ensure safety in the kitchen.
- Reports any problems to Kitchen Manager for appropriate action.

Training & Development of Clients

- Leads all individuals assigned to the kitchen, including clients and volunteers.
 - Communicates meal menus
 - Directs the work of clients and volunteers
 - Trains and develops clients on prepping, cooking, sanitizing, and working in a professional kitchen environment.
 - Coaches and disciples clients through on-the-job issues, including communication, time management, interpersonal conflict, etc.
 - Trains clients and volunteers on proper use of kitchen equipment.
- Provides a positive work environment and learning experience for clients and volunteers.
- Serves as a role model to clients, volunteers and staff by actions, appearance, manners, language and general conduct.

These duties are not exclusive and with consideration of the job requirements and the employee's skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Job Skills & Requirements:

Raleigh Rescue Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of RRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- High school diploma or GED and minimum of three years of food service experience. Must have the ability to cook for 100 people or more.
- ServSafe certification preferred

Ability to:

- Work and communicate effectively with others
- Work with all levels of the organization in a cooperative manner
- Frequently lift, carry, push or pull boxes weighing up to 50 pounds
- Stand for up to 4 hours at a time; frequent lifting, bending and stooping in the course of a standard work day
- Work special events and some holidays, as needed
- Operate kitchen equipment
- Manage tasks and meet time schedules
- Work independently with little supervision
- Track data and reporting in computer applications, such as word processing, spreadsheets and email
- Maintain proper sanitation regulations and food handling guidelines