
Crossroads Community Ministries

Kitchen Manager Job Description

May 2020

Crossroads Community Ministries (CCM) is in the midst of an organizational transformation requiring a self-motivated individual with excellent communication and networking skills to serve as the next Kitchen Manager for our Clyde's Kitchen ministry. Reporting to the Executive Director, the individual in this role must be current with their ServSafe certification and have at least five (5) years of experience in kitchen/food service management, preferably in a non-profit/homeless service or mass-production setting (school, military, prison, catering, etc.). Certification to proctor ServSafe testing is a plus. They will be responsible for all operational, administrative and financial aspects of the kitchen. This will include networking with available food distribution nonprofits (Atlanta Community Food Bank, Second Helpings Atlanta, etc.) to secure food, and coordinating kitchen volunteers (individuals and groups) as well as group sandwich builds with the Crossroads Development Director. Additionally, the Kitchen Manager will coordinate with the Crossroads Employment Specialist to implement the Food Service Training program, including the ServSafe certification process.

The Kitchen Manager must demonstrate proficiency in use of Microsoft Office (Word, Excel, PowerPoint), Google (Gmail, Calendar, Drive, Meets, etc.), curriculum development/implementation, organization and communication. Initiative, flexibility and time management are keys to success in this role. Lifting of up to 50 pounds is required along with use of personal vehicle to transport food and equipment for the kitchen. Must be on your feet 5+ hours per shift. Certified culinary training is preferred.

This is a full-time salaried position and is physically located in Atlanta (420 Courtland St. NE) and will include responsibilities at the CCM offices as well as partner agencies and food distribution facilities. Salary is based on education/training and demonstrated experience. Insurance and retirement benefit options are available, along with paid time off.

Education

High School diploma (some college preferred); Certified culinary training or equivalent is preferred.

Experience

Minimum five years demonstrated success in kitchen/food service management.

Demonstrated experience in bulk food procurement/budgeting, food preparation, culinary instruction (including classroom teaching), volunteer management, public speaking, strategic consulting, staff management and brand management.

Demonstrated track record of successful program development and implementation.

Intermediate knowledge of Microsoft Office and Google programs.

Excellent written and verbal communication skills.

Environmental and Working Conditions

Normal internal office environment. Local travel estimated at 20-25 % (can be up to 8-10 days or more in a month – including weekends – depending upon scheduling requirements). The individual selected for this position must possess and maintain a valid driver's license and be able to navigate areas of the country by using a map or other direction methods. Regular schedule includes oversight of meals 6 days per week (Monday through Saturday). Meal preparation, service and cleanup requires an average of 5 hours per shift.

Physical and Mental Requirements

High energy level, comfortable performing multi-faceted projects in conjunction with day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, displaying tact, maturity and flexibility. Good

reasoning abilities and sound judgment. Skills essential for successful communications include speaking and writing. Must be physically able to travel by air, car, train or other modes of transportation.

For more information about our organization, please visit our website at www.crossroadsatlanta.org.

Job Type: Full-time

Salary: Based on experience; Insurance and retirement benefits available

Interested applicants should forward a cover letter and resume to Tony Johns, Executive Director, at tony@crossroadsatlanta.org.