



Homeless Services Center Kitchen Manager

Reports to: Deputy Director

Homeless Services Center (HSC) partners with individuals and families to create pathways out of their homelessness into permanent housing. HSC is a leader in working to end homelessness – and we want you to be part of our team. HSC is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

Job Description

The Kitchen Manager is responsible for the overall operations for the front and back of house and kitchen area, including the dining hall. In addition to preparing and serving meals, the Kitchen Manager trains, schedules and supervises staff as well as volunteers, and ensures all kitchen staff and volunteers are trained on proper food preparation and kitchen safety techniques. Prepares weekly menus, manages food donations and purchasing. In addition, the Kitchen Manager will ensure that the HSC food service standards are upheld: the food is presentable and is cooked properly, and it is cooked and served in a timely matter.

The Kitchen Manager also ensures that the kitchen is cleaned properly on a regular schedule, food is disposed of properly and the kitchen meets all sanitary standards. The Kitchen Manager will monitor and analyze data relating to kitchen operations by analyzing food cost, waste and employee hours, finding new and innovative ways to optimize spending and create the best dining experience possible for our participants and residents.

Job Duties:

- Provide positive customer service with participants and volunteers by being friendly, courteous, and treating everyone with dignity and respect.
- Act as a leader to all kitchen staff and volunteers, providing support as necessary.
- Oversee food orders, food preparation and staff/volunteer scheduling, shipments, cleaning schedules and supplies.
- Administer quick problem-solving skills as potentially problematic situations arise.
- Accurately and easily communicate standards and cooking methods to staff, give orders and speak with volunteers, participants and staff clearly.
- Communicate with other staff and volunteers in a cordial, professional manner, understanding that keeping calm and composed is key to maintaining a good kitchen culture.
- Responsible for training kitchen personnel and volunteers in cleanliness and sanitation practices.
- Responsible for maintaining records of appropriate cleaning schedules for kitchen
- Monitors kitchen employees' time cards to ensure compliance with posted schedules
- Other duties as assigned

Qualifications:

- Strong attention to detail with regard to monitoring food standards, costs, safety, volunteers, cleanliness, etc.
- Ability to spend entire shift in kitchen, if necessary, preparing food in and around hot cooking elements
- Excellent communication and organizational skills, with emphasis on collaborative communication and conflict de-escalation.
- Computer proficiency, including Microsoft Office
- Experience working with at-risk populations a plus

Education & Experience:

- Minimum 3 years' experience in varied food production
- Must be Serve-safe certified.
- Graduation from culinary school or similar program preferred

Hours:

This is an exempt, full time, salaried and benefited position. Occasional evenings and weekends required. Health Insurance and PTO benefits begin after 90-day introductory period. Retirement benefits begin upon first day of employment.

To Apply:

Please email a cover letter and resume to the attention of Human Resources at recruiter@santacruzhs.org. No phone calls or faxes. HSC is an Equal Opportunity Employer.

Please apply via email or in person with cover letter and resume.