

Redmond Kitchen Supervisor

Family Kitchen is seeking a Redmond Kitchen Supervisor to increase our service by supervising a commissary kitchen in Redmond to help meet the growing hunger needs of Central Oregon. Family Kitchen is searching for an experienced cook or chef, interested in working with volunteers, and looking to be part of a team directly impacting the lives of those around us.

Family Kitchen's mission is to serve anyone who needs nutritious meals in a safe and caring environment. We've been in operation since 1986, and currently serve over 14,000 meals each month to anyone who comes through our doors. No hassles. No forms to fill out. No questions asked. We've seen tremendous growth over the course of the last few years, and we are ready to open a kitchen in Redmond to better serve our community.

The position is part-time and hourly.

Hourly rate: \$22.00

Application deadline: Applications will be reviewed as received and the position will close when filled.

Target start date: ASAP

Responsibilities:

- Responsible for safe and effective food and supply storage in refrigerators, freezers and pantries for Redmond Kitchen
- Ambassador of Family Kitchen at kitchen location
- Maintains refrigerator and freezer records
- Coordinates with Bend Kitchen Manager to order food and supplies from partner suppliers and volunteer shoppers, when needed.
- Organizes and keeps supplier invoices onsite and sends them to Operations Manager last day of each month for billing
- Receives deliveries and stocks shelves, keeps required records on these shipments
- Follows recipes in the Redmond Kitchen Standard Operating Procedures
- Makes best use of donated and low-cost ingredients for recipes
- Engages volunteers in preparation of meals and maintaining Health Department standards
- Ensures that the kitchen is left in meal-service-ready condition
- Completes a meal report after each shift to include numbers of meals served and notes for fellow staff/Operations Manager
- Delegates tasks and supports assigned volunteers to ensure meals are prepared and served following all Health Department guidelines
 - Tasks include the following: meal preparation and serving, to deep cleaning, to inventory stocking and rotation; If no volunteers sign up, Redmond Kitchen Supervisor responsible for cooking the meal and completing all tasks for the day.
 - Informs Volunteer Coordinator of the need for additional volunteer support
- Supervises and tracks hours of Community Service Workers and reports to supervising agencies

**Performs other duties as assigned by the Operations Manager*

Knowledge, Skills, & Abilities Required:

- Represents the Family Kitchen program and mission to the community in a professional manner
- Demonstrates efficient and effective culinary skills in producing meals in bulk
- Demonstrates excellent oral, written and interpersonal skills
- Demonstrates computer usage skills with Word, Excel, Dropbox, Google Docs, online ordering and communication systems at a minimum
- Demonstrates ability to establish and maintain effective communication with a wide and diverse range of people and organizations
- Demonstrates strong organizational and flexible decision making skills
- Demonstrates ability to work with empathy and compassion toward others
- Demonstrates proven leadership skills
- Demonstrates ability to work independently and collaboratively and accept direction from the Operations Manager and/or Executive Director

Minimum Qualifications:

- Possess or have access to reliable transportation
- Possesses or able to obtain an Oregon Food Handler's Card
- Ability to lift objects weighing up to 50 pounds
- Kitchen or restaurant experience is desirable

Desired Qualifications:

- Advanced computer skills for documentation, signage, spreadsheets, online systems
- First Aid Training

Ability to commute/relocate: Redmond, OR 97703: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person