



## **Kitchen Manager**

**Full-Time with Benefits**

**Summary:** In direction and collaboration with the Director of Food Insecurity Programs and in alignment with the established policies, goals and objectives of the YMCA at Virginia Tech, the Kitchen Manager shall be responsible for coordinating food ordering, cooking/preparation, packaging, and delivery to the YMCA's distribution sites.

### **Essential Duties & Responsibilities:**

- ✚ Plan menus for food distribution sites and order food to be prepared in the YMCA's food truck.
- ✚ Oversee and directly handle the preparation, cooking, organization, and inventory of food items.
- ✚ Coordinate and oversee delivery and purchasing from food vendors.
- ✚ Complete appropriate paperwork, including but not limited to the records for the Department of Health, USDA partners, menus, inventory, etc.
- ✚ Assist and oversee the sorting and distribution of meals at distribution sites.
- ✚ Work with the director of food insecurity programs to plan food program expansion and distribution schedule.
- ✚ Develop a food service manual of procedures and systems.
- ✚ Create procedures that align with food safety guidelines, USDA meal component guidelines, and YMCA food standards.
- ✚ Maintain ServSafe Certification.
- ✚ Develop and mentor volunteers to assist with program functions specifically related to food preparation and distribution.
- ✚ Understand, support, and commit to the YMCA cause and our role in the community as a leader in youth development, healthy living, and social responsibility.
- ✚ Act as a positive role model while implementing YMCA character development and following the four core values of caring, honesty, respect, and responsibility.
- ✚ Follow all policies and procedures as set forth in the YMCA at Virginia Tech Handbook.
- ✚ Perform other related duties as assigned by the director of food insecurity programs and CEO and Executive Director Ryan Martin.

### **Equipment & Applications:**

- ✚ Valid driver's license

### **Work Environment & Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- ✚ Stand; walk; sit; use hands to finger; handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, twist, bend; and talk to hear.
- ✚ Regularly lift and/or move up to 50 pounds.

**Preferred Experience:**

- ✚ 2+ years in management of a commercial kitchen
- ✚ Familiarity with catering processes
- ✚ Experience with supervision of a staff of 3 to 5 volunteers at one time
- ✚ ServSafe training required

**Salary Range:**

✚ Ryan?

**Summary:**

The above statements describe the general nature of work being performed in this job. They are not intended to be an exhaustive list of all duties, and additional responsibilities may be assigned, and required by management.

We understand and mutually accept the above job description to be performed for the YMCA at Virginia Tech.

Employee Name (please print) / Date

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Employee Signature / Date

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