

Job Description

Reports to: Chief Program Officer

Revision Date: October 2024

Compensation: \$51,500

ABOUT THE ORGANIZATION:

Broad Street Love is an organization that helps Philadelphians living in deep poverty stabilize their lives through a unique offering of meals and social services that is welcoming to everyone. Our long term vision is not only to meaningfully reduce the trauma and suffering caused by scarcity for Philadelphia's most vulnerable populations, but, along with best-of-class social services and government partners, to break the cycle of poverty, homelessness and hunger in Philadelphia. The organization is a social service non-profit that supports over 300 Philadelphians' daily. Our services are provided in a trauma aware framework that reduces the experiences of scarcity while providing access to basic needs through healthy hot meals, and other resource coordination. The meal program is an essential program to the organization.

POSITION SUMMARY:

The Kitchen Manager will be responsible for leading our culinary program that provides over 300+ fresh daytime meals, served tableside Monday through Friday. This position is responsible for stewarding in-kind donations as well as following menu and ordering guide and implement creative solutions to drive a successful and cost efficient meal service through oversight, administration, and development of the meal program. The Kitchen Manager will also work closely with the CPO, Director of Development and Culinary administrator to support the stewardship of in-kind donations such as fresh organic produce and poultry. This position is accountable for adhering to the menu plan, ordering in collaboration with or independently from the culinary administrator, meal production, meal service, team development and will be accountable for adhering to all Health Department regulations, customer standards of food quality, and practicing our organizational mission of quality, hospitable service.

DUTIES AND RESPONSIBILITIES:

- Adhere to menu planning guild to build or follow menu plan, make appropriate orders
- Lead cleaning and sanitation efforts and hold culinary team accountable for tasks related to cleaning on a written schedule posted for everyone to see
- Lead kitchen team in adequate and appropriate preparations for daily and weekly meals as it relates to menu plan and inventory. Creating timed task list for each culinary team member as it relates to the menu plan
- Organize inventory as it comes in, in accordance to the Health Department/L&I and other industry standards of safe storage of food and cleaning items
- Oversee all aspects of meal production and service, in collaboration with other service areas, and create trauma-aware, hospitable, responsive and person-centered culinary programs.
- Inspect coolers and freezers for proper storage and inventory levels and use of leftovers daily.
- Provide leadership, training and oversight to our culinary team to meet organizational objectives train and manage kitchen personnel and supervise/coordinate related culinary activities to meet all food safety standards, maintain budget for food and labor costs and optimize operations of the culinary program while maintaining high quality meal standards, monthly inventory management, a clean and orderly kitchen and food storage area, and comply with all nutrition and sanitation guidelines.
- Responsible for interviewing, hiring, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates, addressing complaints and resolving problems.
- Oversee meal production at organization related special events as needed.
- Perform other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Highly organized and exceptional ability of Kitchen Management
- Demonstrated experience overseeing and managing a culinary budget
- Experience leading a culinary team with 3-5 years in a management role
- ability in dividing responsibilities and monitoring progress
- Knowledge of health, sanitation, and safety rules in a kitchen
- Safe Serve Certified
- Knowledge of hospitality
- Up-to-date knowledge of Culinary trends and optimized Kitchen Processes

- A team player with excellent communication skills
- Patient with an ability to stay positive under pressure
- Ability to work and collaborate with multiple different constituencies