



House of Refuge Sunnyslope

Job Description

Job Title: Kitchen Manager

Job Requirements

- Must have an Arizona Food Manager Card
- Must understand and follow all food safety and food handling guidelines
- Must be able to effectively communicate with volunteers and residents helping in kitchen
- Must be able to lift containers weighing 50 pounds
- Must have good organizational skills
- Must have a valid Arizona driver's license and must be insurable under HRS automobile policy

Job Responsibilities

- Food Pick Up and Distribution Duties
 - Maintain food pick up/drop off schedule and contact information
 - Pick up food from stores as scheduled or assign volunteer or resident
 - Weigh and count food as required by provider
 - Fill out required documentation as required by provider
 - Sort through food and save what is needed to feed residents
 - Box up extra food for distribution
 - Distribute extra food as scheduled
 - Prepare food boxes as requested
 - Dispose of spoiled or unusable food
 - Clean and sanitize all containers
 - Fill HRS vehicles with gas as needed
- Food Preparation and Planning Duties
 - Coordinate distribution of breakfast and lunch food
 - Coordinate food usage with volunteers preparing dinners
 - Plan the use of leftovers and/or food preparation for dinners not covered by volunteers and coordinate meal preparation with assigned resident.
 - Day Room - Clean and refill beverage containers, stock food in cabinets, clear out and restock food in day room refrigerator and clear food off counter.
 - Stock and prepare food for special events
- Kitchen and Pantry Duties
 - Maintain kitchen and pantry areas according to Maricopa County Health Department and St Mary's Food Bank inspection requirements.
 - Assure volunteers and assigned residents follow posted food handling, preparation, and storage guidelines
 - Assure volunteers and assigned residents follow kitchen cleaning procedures
 - Assure all required signage is current and properly posted
 - Assure temperatures for walk-in cooler and freezer meet minimum cooling requirements and report any problems to Executive Director
 - Maintain food in walk-in cooler and freezer according to Health Department requirements
 - Keep pantry and dry-goods storage stocked and organized
 - Notify Executive Director when supplies need replenished

Disclaimer

The above statements are intended to describe the general nature and level of work being performed. All HRS personnel may be required to perform duties outside of their normal responsibilities as needed.