

## **Job Description**

Position Title: Kitchen Manager  
Location: Yamhill County Gospel Rescue Mission  
1340 NE Logan St, McMinnville, OR 97128  
Reports to: House Manager  
Days/Hours: Part Time (30 hours, 5 days a week)  
Rate: \$18/hour  
Posting: 05/28/2024

## **Mission Statement**

*Provide food, shelter, and hope for the soul through the love of Jesus Christ*

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## **Summary**

The Kitchen Manager will lead in the development of kitchen operation for the organization with the emphasis on high quality healthful food service, and must be able to meet and comply with all regulatory requirements and inspections applicable to the program.

## **Essential Duties and Responsibilities**

- Plan & Prep a menu for 6 dinners a week allowing leftovers for 7<sup>th</sup> day &/or lunches for approximately 70 people depending on the time of year and occupancy
- Maintain a rotation and inventory of food supplies, estimate food consumption, and requisition food as needed
- Oversee kitchen volunteers
- Ensure that food safety standards and sanitary requirements are met
- Manage a kitchen with commercial gas oven/stove
- Responsible for cleanliness of kitchen appliances such as refrigerators and commercial gas stove/oven
- Develop kitchen rules/guidelines
- Maintain proper personal appearance and cleanliness
- Other duties may be assigned as the organization necessitates
- Order and pickup food as needed

## **Qualifications**

- Knowledge of kitchen equipment and food production procedures
- Capable of operating large and small kitchen equipment and tools
- Capable of performing basic arithmetic operations
- Ability to communicate effectively with all levels of personnel, guests, and visitors
- Must be able to lift and/or move up to 30 pounds
- Must be eligible to work in the United States, pass a criminal records background check, and submit to drug/alcohol testing if requested
- Valid driver's license and reliable transportation

## **Education and/or Experience**

- High School diploma or GED equivalent preferred
- Possess a Serv-Safe Certification and/or Food Handler Certificate
- Prefer work experience in food or culinary services including restaurants, fast food, vending, catering services, institutional services, etc.