



JOB TITLE Kitchen Coordinator
DEPARTMENT Program
SITE Omaha
STATUS Full-time, hourly
REPORTS TO Director of Operations
HOURS Monday-Friday 10:30-6:30pm (hours may vary due to special events)

PURPOSE OF THE POSITION

The Kitchen Coordinator prepares and serves meals daily to our members. The meals will need to meet all Douglas County Health Department standards and contain all components to qualify for USDA reimbursement. The Kitchen Coordinator will clean and sanitize Kid's Café and kitchen to meet all standards set forth by the Health Department and according to CDC standards. The Kitchen Coordinator is responsible for developing relationships and/or partnerships with distributors. The Kitchen Coordinator will supervise assistants, volunteers and HELA interns assigned to the kitchen.

QUALIFICATIONS

- Strong verbal and written communication skills
- Comfortable working in a fast-paced environment
- Ability to lift, unload and move food and supplies
- Ability to work well with a diverse team of staff, interns and volunteers
- Ability to address and resolve conflict with respect and patience
- Excellent supervisory and managerial skills

PRIMARY RESPONSIBILITIES

- Order and receive food from the Food Bank for use in preparing meals
- Prepare and serve meals daily to our members
- Clean and maintain food service equipment and facilities
- Wash utensils and dishes and ensure they are stored properly
- Observe safety procedures and report potentially unsafe conditions
- Log daily meal counts and production reports
- Complete all paperwork and grant requirements for the Foodbank and/or others
- Maintain all proper cleaning procedures according to CDC standards to ensure a safe environment for staff and members
- Work with the Leadership Team to create the annual budget for the kitchen
- Track expenses and stay within budget
- Supervise assistants, volunteers and HELA interns assigned to the kitchen
- Other tasks as assigned

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com. Applications available at www.hopecenterforkids.com/careers or at all Hope Center locations.

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2200 N 20th Street, Omaha, NE 68110

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