**Part-time Kitchen Volunteer Manager**

**South End Children’s Cafe, 25 Warren Street, Albany, NY 12202**

A unique position for leaders who love people and food and have a background in food service and a great ability to work with a diverse group of people at the South End Children’s Café in Albany, New York, a program dedicated to impacting food security, justice and equality at a small, grassroots nonprofit serving children and families.

A Kitchen Manager supervises kitchen duties by managing the pantry, inventory, controlling how food is stored and prepared and supervising how the children are serviced. Kitchen Managers guide volunteers to deliver quality, timely food and ensure that all Children are satisfied.

A Kitchen Manager is the person who ensures that kitchen departments run smoothly and ensures that all kitchen volunteers adhere to safety regulations. Their duties include supervising kitchen volunteers, organizing food orders, overseeing food preparation, storage of leftovers, cooking and food plating and temperatures.

**Essential Duties & Responsibilities:**

* Order kitchen materials and ingredients based on the menu and current inventory.
* Supervise and assist if needed in food preparation and plating/packing of meals.
* Maintain clean working environments and making sure that volunteers follow the cleaning procedures.
* Overseeing the training of volunteer to ensure the safe operation of kitchen equipment and utensils and hazardous materials.
* Oversee preparation of dinners prepared, cooked and served by volunteers
* Ensures that all food prep areas and all food storage areas meet required established standards.
* Create menus and train volunteers to prep food per menu.
* Maintains cleanliness and organization in the kitchen and dining area as required by established standards

**Attributes:**

* Ability to work with a diverse group of volunteers.
* Extremely positive, joyful, upbeat and patient.
* Great work ethic.
* Ability to stick to a schedule.
* Excellent communication skills.

**Experience & Skills:**

* **Servsafe Certification and three or more years working in as a Kitchen Manager, Assistant Kitchen Manager or other food management position a must.**
* Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)
* Comfortable working with a team in a changing environment.
* Ability to work within a team environment
* Ability to speak effectively before groups of volunteers

**Physical Job Requirements:**

* Ability to remain in a standing position for five hours.
* Must be able to communicate accurate information.
* Must be able to occasionally lift up to 30lbs.

**Other Information:**

Job Type: Part-time, Monday – Thursday, 2pm –6:30pm

Pay: $16.00 per hour