

Soup Kitchen Supervisor Job Description

POSITION: Soup Kitchen Supervisor
DEPARTMENT: Food Programs
REPORTS TO: Director of Program Operations

JOB SUMMARY: The Soup Kitchen Supervisor oversees the day-to-day operations of the Soup Kitchen Program including: menu and meal preparation; food transportation and distribution; staff supervision; volunteer coordination: ordering of supplies: equipment and sanitation: event support; and preparation of monthly reports.

JOB DUTIES AND RESPONSIBILITIES:

1. Ensure that food preparation, service, delivery, storage and sanitation are performed within program guidelines
2. Prepare and/or oversee the preparation of meals for the soup kitchen, soup kitchen network sites, shelter programs and living facility
3. Create menus using a variety of food items based on the available food
4. Oversee the collection, inventory, sorting, storing, and distribution of food through the Soup Kitchen and USDA government commodities program (TEFAP)
5. Make purchases according to financial policies and procedures
6. Work closely with the Food Pantry staff to ensure knowledge of available items
7. Monitor and ensure compliance with Government Commodities (TEFAP)
8. Assist with grant writing, reporting and administration as needed
9. Enter and report monthly program statistics
10. Communicate with leaders of the network sites regularly
11. Monitor and work within program budget
12. Ensure that an adequate inventory of all supplies and food items is maintained
13. Hire, train, supervise and evaluate staff; coordinate daily workflow; and complete appropriate personnel records
14. Create staff, volunteer groups and community service work schedules
15. Facilitate quarterly soup kitchen staff meetings
16. Participate in public relations and fundraising events/projects as requested
17. Participate in staff/management meetings, board meetings, trainings, workshops, etc. as requested
18. Keep current of any laws or government regulations that affect food programs
19. Adhere to all Shalom Center guidelines, policies and procedures
20. Other duties/tasks as assigned

QUALIFICATIONS:

1. High School diploma or equivalent
2. Experience cooking on a large-scale basis
3. Experience with leading or supervising staff

OTHER JOB-RELATED COMPETENCIES:

4. ServeSafe Food Manager certified or the ability to become certified within 90 days
5. Valid driver's license with good driving record
6. Ability to be creative with menu planning
7. Ability to work in a team atmosphere, be flexible, exhibit professional demeanor and positive attitude
8. Ability to work in a multicultural environment
9. Demonstrated critical thinking, problem solving and decision-making skills
10. Excellent written and oral communication skills
11. Basic Proficiency in Microsoft Office Suite
12. Ability to stand for long periods of time
13. Ability to lift up to 50 # on occasion

Work Schedule: Normal hours can vary between 8:00am – 6:00pm with occasional weekends

EEOC/AA - Shalom Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.