

## 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; equipment and sanitation; event support; and assistance with 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, etc.
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. Ensure that an adequate inventory of all supplies and food items is maintained
9. Assist with hiring, training, and supervising staff; coordinate daily workflow; and complete appropriate personnel records as needed
10. Participate in public relations and fundraising events/projects as requested
11. Participate in staff/management meetings, board meetings, training, workshops, etc. as requested
12. Keep current on any laws or government regulations that affect food programs
13. Adhere to all Shalom Center guidelines, policies, and procedures
14. 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 a good driving record
6. Ability to be creative with menu planning
7. Ability to work in a team atmosphere, be flexible, exhibit a 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 to 50 # on occasion

Work Schedule: Normal hours can vary between 8:00 am – 6:00 pm 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.*