



## **JOB DESCRIPTION – Soup Kitchen Lead**

**POSITION:** Soup Kitchen Lead

**DEPARTMENT:** Soup Kitchen Program

**REPORTS TO:** Food Programs Director

**JOB TYPE:** In Person

**PAY:** \$14.00 per hour

### **JOB SUMMARY**

The Soup Kitchen Lead oversees the day-to-day operations of the Soup Kitchen Program including menu and meal preparation; food transportation and distribution; equipment and sanitation; event support; and assistance with monthly reports.

### **JOB DUTIES AND RESPONSIBILITIES**

- Ensure that food preparation, service, delivery, storage, and sanitation are performed within program guidelines
- Prepare and/or oversee the preparation of meals for the soup kitchen, soup kitchen network sites, shelter programs, etc.
- Create menus using a variety of food items based on the available food
- Oversee the collection, inventory, sorting, storing, and distribution of food through the Soup Kitchen and USDA government commodities program (TEFAP)
- Make purchases according to financial policies and procedures
- Work closely with the Food Pantry staff to ensure knowledge of available items
- Monitor and ensure compliance with Government Commodities (TEFAP)
- Ensure that an adequate inventory of all supplies and food items is maintained
- Assist with training, and leading staff; coordinate daily workflow
- Participate in public relations and fundraising events/projects as requested
- Participate in staff meetings, board meetings, training, workshops, etc. as requested
- Adhere to all Shalom Center guidelines, policies, and procedures
- Other duties as assigned

### **QUALIFICATIONS**

- High School diploma or equivalent
- Experience with large-scale cooking in a commercial kitchen
- Experience with leading a team
- Valid driver license with a good driving record
- Lifting up to 40 pounds

## **OTHER JOB-RELATED COMPETENCIES**

- ServSafe Food Manager certified or the ability to become certified within 90 days
- Ability to be creative with menu planning
- Professional demeanor with the ability to foster a positive team atmosphere
- Ability to work in a multicultural environment
- Demonstrated critical thinking, problem-solving and decision-making skills
- Excellent written and oral communication skills
- Basic proficiency in Microsoft Office

## **BENEFITS**

- Paid Time Off
- Life / Short-term Disability Insurance

Work Schedule: Normal hours can vary between 8:00 am - 6:00 pm with weekends and holidays included. Flexibility is available with proper communication and advanced notice.

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