

# **CHILDHAVEN, INC.**

## **JOB DESCRIPTION**

**JOB TITLE:** Kitchen Manager  
**FLSA STATUS:** Non-Exempt – Hourly  
**REPORTS TO:** Supervisors and Shelter Program Director  
**WORK SCHEDULE:** Full-time position, 40 hours a week, Tuesday - Saturday 10am – 6pm.

### **GENERAL STATEMENT OF DUTIES:**

Plans for and prepares nutritious and appealing meals for Childhaven clients and other duties necessary for the safe, efficient, and cost-effective management of the kitchen and food service program.

### **PRIMARY DUTIES:**

#### **KITCHEN OPERATIONS & MEAL PLANNING**

1. Lead the planning, preparation, and execution of nutritious, age-appropriate menus for breakfast, lunch, dinner, and snacks, adhering to National School Lunch Program (NSLP) guidelines and accommodating special dietary needs.
2. Oversee food procurement and ensure timely ordering to maintain sufficient inventory for daily and weekend meal service.
3. Strategically utilize donated food items to minimize waste and maximize nutritional value.
4. Prepare and serve high-quality meals for clients and staff, ensuring consistency and timeliness.
5. Coordinate and delegate the preparation of weekend meals and backup meal plans in the event of absence.
6. Enforce proper labeling, storage, and handling of food items, including leftovers, in accordance with food safety standards.

#### **ADMINISTRATIVE & COMPLIANCE MANAGEMENT**

7. Manage and maintain all required documentation for state reimbursement, including daily menu forms and meal production records, with accuracy and timeliness.
8. Monitor and record all food service data to ensure full compliance with state health regulations and NSLP guidelines.
9. Prepare purchase orders and oversee the procurement process for food and supplies across all Childhaven programs.
10. Track and manage food service expenditures, ensuring all operations remain within budget parameters.
11. Maintain accurate, up-to-date inventory across all food storage areas (pantry, walk-in, freezers), and report discrepancies to the supervisor.

#### **SANITATION & KITCHEN SAFETY**

12. Ensure cleanliness and sanitation standards are met daily, including washing and proper storage of all cookware and utensils used during meal preparation and service.
13. Lead the maintenance of clean and sanitized kitchen surfaces and floors, ensuring all spaces meet health code standards at the end of each shift.
14. Oversee kitchen waste disposal, ensuring proper trash removal from both the kitchen and dining areas.
15. Conduct routine deep-cleaning of kitchen appliances and storage areas (e.g., ovens, walk-ins, pantries), ensuring expired items are discarded and spaces remain safe and efficient.
16. Maintain safety protocols, including secure storage of all sharp objects and hazardous materials.

#### **LEADERSHIP & TEAM COLLABORATION**

17. Provide leadership in daily kitchen operations and collaborate with staff and supervisors to ensure smooth, efficient food service delivery.
18. Respond to directives from supervisors and take initiative in addressing operational needs or challenges.
19. Uphold high standards of cleanliness, efficiency, and professionalism, setting a positive example for other team members.
20. Follow supervisor's directives and other duties as assigned.

### **QUALIFICATIONS:**

- High School Diploma or GED plus experience in creating nutritional menus and supply ordering.
- Experience with NSLP guidelines preferred.
- Ability to obtain Food Manager Certification
- Basic math skills required

- Enjoy working with children
- Must pass local, state, and federal background checks (including fingerprints).
- Must have reliable transportation and ability to become a driver for Childhaven (age 25 or older with a current and valid NM Driver's License, and a clean driving record).
- Must obtain and maintain CPR/First Aid and CPI certification.
- Abide by state licensing regulations and standards, and Childhaven policies and procedures.
- Knowledge of health standards as they apply to food preparation and kitchen management.
- Knowledge of children's nutritional requirements and NSLP food serving guidelines.
- Familiarity with institutional food service operations
- Organizational skills
- Excellent interpersonal and communication skills
- Able to lift 50 lbs.
- Cultural awareness and sensitivity: Skilled in working with a population diverse in ethnicity, race, religion, socioeconomic background, physical and/or mental ability, sexual preference, and gender identity/expression.