



Position Title: Kitchen Supervisor

Supervisor: Director of Shepura Men's Center

Classification: Full-time Non Exempt

Summary:

The Shepura Men's Center Kitchen Supervisor position oversees, directs, supervises, and maintains all aspects of the kitchen operations to include: budgeting, preparing and managing employee scheduling, ordering food/supplies, and ensuring a nutritional food planning and preparation program that focuses on quality and variety.

Duties:

- Responsible for ordering food and supplies, ensuring meals are served in a timely manner, and maintaining a focus on food quality and variety
- Oversees the daily preparation of meal menus
- Responsible for overseeing all aspects of the food budget and informing the Site Director immediately if the budget exceeds its limit.
- Oversees management and coordination of storage and utilization of food items and supplies to include all donated items
- Ensures all food handling/storage is within regulated guidelines
- Ensures all kitchen staff are properly trained on the best safety guidelines and practices
- Develop, and maintain work schedule for clients and staff to ensures kitchen operations and food services are met in a timely matter
- Develops and implements a routine maintenance schedule that ensures equipment is being properly maintained and serviced
- Reports and assists site director with client and staff disciplinary issues relating to kitchen services
- Helps facilitate a welcoming environment and a pleasant experience for Mission volunteers
- Provides food services for special events and performs other duties as assigned

Skills/Qualifications:

- High School Diploma or equivalency with knowledge of food preparation and supervisory experience
- Understanding of how to effectively utilize the Birmingham Food Bank
- Proficiency in food services, budgeting and management
- ServSafe certified

