



ST. MARGARET'S HOUSE
JOB DESCRIPTION

Position: Kitchen & Plant Manager
Status: Full-time
Salary Range: \$39,000 to \$41,000

Responsibilities

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Kitchen Management
 - Oversees the functions of the kitchen and works to promote nutritional food options in conjunction with guests' preferences and food availability.
 - Maintains a positive relationship with cooks.
 - Ensures the tools and systems they need are in place to have a smooth and enjoyable volunteer experience.
 - Maintains inventory of pantry and kitchen supplies. Orders & shops as necessary.
 - Discerns food donations (daily Whole Foods) and maintains record of donated foods.
 - Picks up USDA shipments and completes monthly reports.
 - Maintains forms, certifications & necessary records, including but not limited to the Health Dept. and Summer Food Service Program (SFSP).
 - Provides training to cooks/staff/vol. groups on kitchen equipment, food safety and SFSP as needed.
 - Performs/Oversees maintenance/cleaning of kitchen/pantry/equipment
- Plant Manager
 - Coordinates the general maintenance of the facility. This is accomplished by keeping all service records, a file of all repair companies that we use and calling for service when needed.
 - Works with the Fire Marshall to ensure compliance for all regulations.
 - Does monthly check on the elevator in order to keep us in compliance.
 - Tends to equipment and facilities that need repair.
 - Acts as point person with cleaning person.
 - Orders all necessary chemicals/tools needed for the plant.
- Attends all staff retreats, meetings and development seminars.
- Collaborates with the fundraisers held by St. Margaret's House.
- Participates in the general cleaning, maintenance and upkeep of St. Margaret's House.

Qualifications

- College degree in Social Services or related field preferred.
- Ability to work in a fast-paced environment.
- Must be female.
- Ability to lift 40 lbs.

Compensation:

- Dependent upon qualifications and experience.
- Paid Holidays, individual medical insurance available, optional dental and vision insurance, Defined employee contribution plan (retirement) after 1 year

How to Apply:

- Email your cover letter, resume, salary expectations, and professional references to contact below.
- Review of applications will begin as they are received, and will continue until the position is filled.

Applicant's information and questions can be directed to:

Executive Director, Kathryn Schneider - kathy@stmargarethouse.org

St. Margaret's House is an equal opportunity employer.