



Position: Kitchen & Building Manager

Status: Full-time, 37.5 hrs./week | Salary Range: \$39,000 to \$41,000

About us

St. Margaret's House is a day center that improves the lives of women and children in poverty by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect.

In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.

About the position

Responsibilities

- Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.
- Participates in all staff retreats, meetings, and professional development seminars.
- Collaborates with the St. Margaret's House fundraisers.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.
- **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 volunteer cooks.
 - Ensures that the tools and systems volunteers need are in place to have a smooth and enjoyable volunteer experience.
 - Maintains inventory of pantry and kitchen supplies. Orders and shops as necessary.
 - Oversees food donations and maintains record of donated foods.
 - Picks up USDA shipments and completes monthly reports.
 - Maintains forms, certifications, and necessary records, including but not limited to, the Health Department and Summer Food Service Program (SFSP).
 - Trains staff and volunteers on kitchen equipment, food safety, and SFSP, as needed.
 - Performs/oversees maintenance/cleaning of kitchen/pantry/equipment.
- **Building Manager**
 - Oversees the general maintenance of the building by coordinating with repair persons/contractors, keeping all service records and a file of all repair companies that we use. Calls for service as needed.
 - Works with the Fire Marshall to ensure compliance with all regulations.
 - Ensures that the elevator gets a monthly elevator check in order to keep us in compliance.
 - Tends to equipment that needs maintenance or repair, makes simple fixes as able, and contracts out larger jobs.
 - Acts as point person with cleaning person.
 - Orders all necessary cleaning supplies/tools needed for the building.

Requirements

- Bachelor's degree in Social Services or related field preferred.
- Ability to work in a fast-paced environment.
- 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 one year.

How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director

117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@stmargarethouse.org

Review of applications will begin as they are received and will continue until the position is filled.

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