



Position: Kitchen Manager

Status: Full-Time, M-F, 8:45am-4:15pm (37.5 hrs/wk)

About us

Our Mission: Through the healing power of a loving community, we affirm the dignity of women and children by providing a safe space and meeting essential needs.

Our Vision: We envision a world that recognizes the value of all women and children and ensures their access to the resources needed to thrive.

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

The Kitchen Manager is central to our mission of meeting essential needs and creating community. We are a community that eats together, and we affirm the dignity of our guests by providing access to healthy, balanced, and delicious meals. The Kitchen Manager is responsible for maintaining a clean, orderly, and high-functioning kitchen, ensuring high-quality meals, working towards the environmental sustainability of our Food Program, and offering food- and nutrition-related programming to our guests.

Maintain a Clean, Orderly, and High-Functioning Kitchen:

- Manage daily operations of the kitchen and the surrounding coffee and dining area for breakfast, lunch, post-lunch clean-up, prep for the following day, end-of-day chores.
- Ensure that the tools and systems volunteers need are in place and functional each day.
- Build a positive and productive relationship with volunteer cooks.
- Build positive and productive relationships with guests, encouraging participation in kitchen routines, especially dishwashing.
- Maintain budget and inventory of pantry and kitchen supplies. Order and shop as necessary.
- Oversee food donations and maintain records of donated foods.
- Maintain all forms, certifications and necessary records for relevant organizations, including but not limited to: the Health Department, Food Bank, and USDA.
- Train all new staff and volunteers on kitchen equipment, food safety, and in-house protocols.
- Provide ongoing updated information to both staff and, in collaboration with the Director of Volunteers, Kitchen Team volunteers regularly.
- Perform/oversee maintenance/cleaning of kitchen/pantry equipment.
- Open the first floor in the morning and close it down at the end of the day, in conjunction with the Front Desk Coordinator.

Ensure High-Quality Meals and Food Options:

- Adhere to a continuous-improvement mindset regarding the nutritional quality of our food program, taking into account guests' preferences, principles of chronic disease management, budget realities, and food availability.

- Pursue ongoing professional development related to nutrition, our food program, and chronic disease management, helping our volunteer cooks and the larger community to understand and implement best practices.
- Explore and implement manageable ways of providing our guests with nutritious take-home food.

Work Towards the Environmental Sustainability of our Food Program:

Adhere to a continuous-improvement mindset regarding the environmental sustainability of our food program, including but not limited to:

- Sourcing local and sustainably-produced foods and materials as much as possible.
- Implementing food preservation methods and bulk ordering as appropriate.
- Limiting food waste and minimizing one-time use materials as much as reasonably possible.

Offer Food- and Nutrition-Related Programming

Develop and execute a comprehensive, strategic plan for food-related programming for our guests, according to their needs and interests.

Collaborate with the Development Team, especially regarding data collection, in pursuing funding opportunities for our Food Program.

As a General Member of the St. Margaret's House Staff:

- Collaborate in and adhere to the mission, vision, and values of St. Margaret's House.
- Foster and build relationships with guests to help them feel safe in accordance with the SMH mission statement. Seek to resolve conflict using a trauma-informed perspective.
- Attend and actively engage in all staff retreats, meetings, and professional development seminars.
- Collaborate with the St. Margaret's House fundraisers.
- Participate in the general cleaning, maintenance, and upkeep of St. Margaret's House.

Requirements:

- Strong work ethic and attention to detail.
Bachelor's degree and/or culinary training/experience.
Knowledge/experience of using nutrition to manage chronic disease.
ServSafe Certification is a plus.
- Ability to stay flexible, organized, and responsive in a fast-paced environment.
High level of emotional intelligence and communication skills.
Demonstrated computer knowledge and experience, especially with Google Suite. Ability and willingness to learn new computer skills/programs as needed.
- Knowledge and/or experience of best practices in trauma-informed care, or the willingness to learn.
Commitment to direct communication and conflict management skills.
Ability to lift 40 lbs, be on your feet for long periods of time, and willingness to help colleagues as needed.

Compensation & Benefits:

\$26-\$28/hour, depending upon qualifications and experience.

Paid holidays and time off. Employer-subsidized medical/vision/EAP coverage for employee and children, and defined contribution retirement plan. Employee paid dental, short-term and long-term disability insurance available.

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@stmargaretschouse.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.