

JOB DESCRIPTION

The Kitchen Operations Manager is responsible for the daily operation of kitchen spaces of the Church Health Nutrition Hub. The KOM works with all Church Health departments, food entrepreneurs, partners, supporters, and external clients to ensure that the kitchen space is activated in support of 1. Teaching the community about healthy cooking and eating; 2. Creating and supporting programs that address food access; and 3. Fostering a food culture at Church Health and in the community. The KOM is also responsible for managing the space (maintenance, contracts, compliance, purchases, scheduling, etc.); assisting CH departments and others with orchestrating events; and exploring strategy and solutions as the space and programs develop (reporting, finding chefs or experts, marketing, development, etc.)

RESPONSIBILITIES

- Oversees the operation and management of the Nutrition Hub kitchen spaces.
- Manages prioritizing and scheduling for the Nutrition Hub kitchen spaces.
- Develops and manages contracts, billing, and reporting for commissary, non-Nutrition CH, and external client use of all kitchen spaces.
- Orchestrates all non-Nutrition kitchen events.
- Trains and provides ongoing oversight to all users of the kitchen on operations, safety, sanitation, and maintenance.
- Develops compliance and use policy documentation, training, and reporting.
- Enforces compliance and use policies.
- Oversees equipment and small wares inventory and purchases.
- Assists Nutrition staff and food entrepreneur customers with food/costing, health department compliance, sourcing, building systems to maximize kitchen efficiency.
- Works with development, community engagement, and marketing to build individual and corporate donor relationships through use of the kitchen spaces.
- Works with development and marketing to market and promote kitchen programs and spaces.

QUALIFICATIONS

- Bachelor's Degree in a Culinary Arts, Hospitality Management or other related field from an accredited College or University required.
- At least five (5) years' experience in management.
- At least five (5) years' professional experience in the food industry.
- At least three (3) years' experience in event planning.
- At least three (3) years' experience in kitchen facilities management.

SPECIAL SKILLS & KNOWLEDGE

- Knowledge of Microsoft Applications i.e., Excel, Word, and Power Point are strongly preferred.
- Ability to demonstrate love and appreciation for food and health-conscious trailblazers.
- Capable of showing passion for improving the health of our community in particular the underserved of Memphis.
- Show the ability to be flexible, respectful and accommodate differences in a multicultural patient/customer population.
- Capacity to be a tough- minded optimist, always acting to solve problems with energy and a positive attitude.
- Ability to organize and work on multiple tasks simultaneously.
- Maintain strict enforcement of kitchen guidelines and deliver consequences when necessary.
- Trained in working in a non-profit environment (accounting, board accountability, grant reporting, fundraising).
- Knowledge of commercial kitchen operations (equipment, food safety, packaging, labeling, processes, costs).