

KITCHEN/SOUP KITCHEN MANAGER



ORGANIZATION:

Switchpoint Community Resource Center is a non-profit organization that has been serving those individuals, families and veterans in Washington County who are experiencing homelessness since 2014. The Community Soup Kitchen functions under the umbrella of Switchpoint and the Board of Directors, and its purpose is to serve those struggling to make ends meet in the community. Switchpoint's mission is to empower homeless families and individuals in Washington County by addressing the underlying cause of poverty and providing each client with an individualized, comprehensive plan that supports them on their journey to self-sufficiency and the opportunity to contribute to the community. Our motto: It Takes All of Us to end homelessness.

PURPOSE:

The Community Soup Kitchen Manager is responsible for maintaining smooth, efficient and effective day to day operations of the Community Soup Kitchen to insure a hot, hearty, healthy meal is served 5 days a week to the hungry of this area by coordinating the efforts of 12-14 different daily volunteers and maintaining sufficient stores of food for each day.

RESPONSIBILITIES:

- Ensure the safety and wellbeing of all volunteers
- Remain knowledgeable of all activities and ensure they are being completed in a safe manner
- Maintain a fun, relaxed environment in which the volunteers know they are appreciated
- Obtain and maintain current ServSafe and food handlers permit and maintain records of all volunteers required to have one
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Ensure the safety of all clients by staying informed of all activities of clients in the dining area and outside eating areas
- Ensure all clients feel welcome by creating a culture of welcoming, kindness and respect towards all soup kitchen patrons that is followed by all volunteers and staff
- Remove from the premise any patrons making others feel unsafe or causing disruptions
- Meet the UFB grocery rescue truck daily and/or coordinate with the Pantry Manager taking what we can use, by remaining knowledgeable of daily food consumption, future needs, and storage space available
- Maintain all food stores, spice stores and paper product stores by remaining knowledgeable on a daily basis. Review all inventories of stores, including items in storage shed
- Maintain and insure daily temperature checks of fridges/freezers
- Maintain a clean and tidy food pantry that conforms to all health and safety regulations
- Be available for any inspections as required by partner agencies/state/local entities
- Create recipes based on what can be reasonably received from UFB and LDS Bishop's Storehouse
- Create a monthly menu balancing what food is available, with the need to create a healthy meal based on recommendations from dietitians based on the needs of the population we serve
- Stay current on all inventory used daily
- Record all food ordered and received
- Place weekly orders to UFB and LDS Bishop's Storehouse based on past usage and future need
- Picking up orders or meeting deliveries as needed
- Maintain all paperwork related to food received from UFB and LDS Bishop's Storehouse
- Maintain daily records of all meals prepared and served, collecting all relevant information needed
- Maintain records of all volunteer hours served
- Maintain good relations with partner agencies by maintaining good communications
- Maintain relations with volunteers including scheduling by maintaining good communications
- Ensure volunteers get adequate training
- Deal with any and all personality conflicts that may arise between volunteers
- Assist in giving tours to potential volunteers and donors if needed

- Maintain knowledge of what supplies are needed
- Purchase any supplies not donated
- Receive donations (monies and goods) and maintain records
- Maintain training materials and update as needed
- Coordinate with Volunteer Manager to make sure reminders are sent to volunteers in advance
- Be available and able to deal with multiple things at once
- Know all relevant food handling/safety regulations and insure they are followed by all volunteers.
- Collect daily all relevant information for end of month reports, including food used, client numbers, meals served, volunteer hours, etc
- Create monthly reports in timely manner
- Inform soup kitchen volunteers and donors of soup kitchen activities and relevant numbers by email every quarter
- Create all documents needed for volunteers, including job duties checklists, needs lists, past daily numbers and entrees being served
- Coordinate with Marketing to create any documents and/or social media posts for promotional purposes
- Maintain current and correct contact info on all volunteers, donors, and partner agencies
- Contact appropriate people when any kitchen equipment (sinks, ovens, etc.) needs repaired or replaced.
- Return all emails within 24 hours
- Maintain records of any incidents involving clients or volunteers ie; accidents in the kitchen, falls, verbal/distributive behavior
- Ensure premise are cleaned and tidy at the end of every service
- Submit all receipts, donations and any other paperwork as required by Switchpoint Finance/Accounting department
- Work evenings and weekends when needed
- Be available for texts, phone calls and emails outside of work hours
- Give presentations as needed
- Go to trade shows/events as required
- Communicate regularly with all other staff members to ensure consistency and quality of service
- Fundraising and helping with campaigns as needed for Soup Kitchen budget
- Other duties as assigned

QUALIFICATIONS AND KEY SKILLS

Minimum: Bachelor's Degree OR 3-5 years equivalent work experience

Have job-related experience such as managing volunteers, leading teams and/or organizations

Exhibits a positive, compassionate attitude, sensitivity, and the ability to work well with a diverse population

Model positive behavior, appropriate boundaries, and the ability to use sound judgment during times of crisis

Knowledge of current trends, resource, and information related to volunteerism

Excellent interpersonal, written, and verbal skills

Ability to wear multiple hats within a small nonprofit organization

Proficient in MS Office Suite, Google Docs, and database software

Recordkeeping skills

Organization and planning skills

Possesses valid Utah State Driver's License

Benefits after 60+ days for full time

Salary: \$16 - \$20/hour DOE