



MINISTRY WITH COMMUNITY KITCHEN Kitchen Shift Leader - Job Posting

KITCHEN SHIFT LEADER - POSITION DESCRIPTION

Reports to: Member Services Director

Position Objective:

The MwC Kitchen Shift Leader is someone who thrives on challenges and continually looks for opportunities to learn and improve the dining experience for members. The core function of this job is to serve in most kitchen roles while also serving as the shift leader - to deploy team members, delegate, monitor and review tasks so that team members can consistently produce the best possible experience for volunteers, members and co-workers in a clean, sanitary, respectful kitchen.

Key Performance Objectives:

- Work as part of a team in the kitchen with food preparation, dining room management, volunteer relations, cleaning and maintenance tasks, accept and properly store deliveries, and other duties as a shift mandates.
- Train, direct, and monitor other kitchen staff, ensuring that they adhere to established checklists and protocol, assuring that tasks are completed with accuracy and excellence at key points throughout the day, and that the kitchen is closed daily with full preparation for the next morning.
- Create a positive learning environment by providing clear, specific, timely and respectful coaching and feedback to ensure operational excellence and to improve team member performance.
- Either serve as - or work with-our cooks to plan and write healthy menus for all meals including special dietary requests or needs
- Work with cooks and Members Services Director to ensure intelligent and prudent use of donated food and leftover food products
- Help to ensure the highest standard of kitchen cleanliness and sanitation
- Maintain safety standards throughout all food areas
- Assist Member Services Director with food ordering and staff schedule within budget controls
- Serve as point person for all incoming meal volunteers and/or coordinating other kitchen team members to assist and guide them through meal service.

Requirements for Consideration:

- Minimum of 3 years of successful experience in a high-volume kitchen
- At least 2 years of high-volume kitchen experience in a supervisory role (overseeing more than 3 staff)

Desirable Characteristics:

- Ability to direct the work of others in a positive, productive way
- Effective oral and written communication skills
- Ability to learn quickly (desire to continue learning)
- Strong organizational skills and ability to juggle multiple tasks
- Ability to stand on your feet for many hours at a time
- Is trustworthy and has an extremely high level of integrity
- Possesses the appropriate speed and energy needed to work in a fast-paced food environment
- Consistently meets commitments in a timely and professional manner
- Is attracted to diversity in all aspects of the workplace- food, people and culture
- Possess a strong interest in food and all that is involved in healthy meal preparation
- Have an understanding and compassion toward people experiencing poverty, substance abuse, and mental illness

Competencies Required:

1. Action Oriented
2. Dealing with Ambiguity
3. Directing Others
4. Timely Decision Making
5. Functional/Technical Skills
6. Time Management
7. Command Skills
8. Composure

Starting Pay: This is a full-time, hourly position with a pay range of \$11-13/hour depending on experience level.

Submit application and resume to Janet Karpus, Member Services Director at jkarpus@ministrywithcommunity.org.
500 N. Edwards St., Kalamazoo, MI 49007. **No calls please.**